



Department of Energy

Washington, DC 20585

September 17, 2012

MEMORANDUM FOR DISTRIBUTION

FROM:

PAUL BOSCO 
DIRECTOR
OFFICE OF ACQUISITION AND
PROJECT MANAGEMENT/SENIOR
REAL PROPERTY OFFICER

SUBJECT:

FY 2012 Federal Real Property Reporting Requirement

The attached document provides implementing instructions for FY 2012 real property inventory reporting. Please distribute it to the appropriate elements of your organization. This effort is central to the Department's efforts toward removal from the Government Accountability Office High Risk List.

As in previous years, the Department will use the data in the Facility Information Management System (FIMS) to report to General Services Administration. The attached guidance contains detailed instructions for each of the required data elements. Please ensure the required data is entered into FIMS by November 9, 2012, so that the Department can report its inventory as required in the first quarter of FY 2013.

Questions on this guidance may be addressed to Mr. Gary Horn at (202) 586-9296.



Distribution:

Thomas D'Agostino, Under Secretary for Nuclear Security and NNSA Administrator

David Sandalow, Acting Under Secretary of Energy

Bill Brinkman, Director, Office of Science

David Geiser, Director, Office of Legacy Management

David G. Huizenga, Senior Advisor for Environmental Management

David Danielson, Assistant Secretary for Energy Efficiency and Renewable Energy

Charles McConnell, Assistant Secretary for Fossil Energy

Peter Lyons, Assistant Secretary for Nuclear Energy

Stephen Wright, Administrator, Bonneville Power Administration

Kenneth Legg, Administrator, Southeastern Power Administration

Scott Carpenter, Assistant Administrator, Southwestern Power Administration

Anita Decker, Acting Administrator, Western Power Administration

cc:

Ingrid Kolb, Director, Office of Management

Joanne Y. Choi, Acting Deputy Chief Financial Officer

FY 2012 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 2012 reporting requirements.

II. Summary of Changes

There are no new FIMS data elements required for 2012 reporting and several data elements have been eliminated from reporting. Some of these elements will remain in FIMS when needed for management use. However, this guidance addresses only those data elements that are reported to the Federal Real Property Profile (FRPP). Three new building usage codes were added to the FRPP. These are bolded below in section IV.2.B., Building Predominant Use. To enable accurate FRPP reporting, we have modified the definitions of two existing FIMS usage codes and added one new usage code, Comfort Station/Restrooms. Sites will need to review their building assets to determine if any should be reclassified to the new usage code. The only other significant change is in the reporting of Excess. This year, the FRPP replaces Excess with four new subcategories. Discussions on how best to report excess properties continue within the FRPC and it is very likely there will be further changes next year. For this reason, sites are asked to report excess as they have done in the past and like last year, we will gather the additional granularity necessary to report manually (outside of FIMS). This document discusses each of the reported elements.

III. Data Population Schedule

The deadline for reporting the DOE inventory to GSA is December 15, 2012. 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 9, 2012**. *NOTE: The FIMS data elements for Deferred Maintenance must be reported by September 28, 2012 as outlined in the FY 2012 Real Property Deferred, Actual, and Required Maintenance Reporting Requirement guidance, dated July 16, 2012. Once these values have been reported in FIMS, the field will be locked until the year-end snapshot is taken on November 13, 2012.*

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. Building 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. **Outpatient Healthcare Facility**: Buildings used primarily for **outpatient** diagnosis, treatment, and therapy. Includes medical, dental, mental health, and substance abuse treatment facilities
4. 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.
5. Prisons and Detention Centers: Buildings or portions of buildings used as a Prison or Detention Center.
6. 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.
7. **Comfort Station/Restroom**: Buildings with the primary purpose of providing toilet and lavatory facilities for pedestrian use. May include showering facilities.
8. **Data Center**: Buildings that store and/or manage server, network, and computer or telecommunications equipment.
9. 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.
10. 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.
11. Dormitories/Barracks: Buildings primarily used as dwellings for housing individuals (without families/dependents).
12. 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.

13. 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.
14. 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.
15. 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.
16. Communications Systems: Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
17. 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.
18. All Other: Buildings that cannot be classified elsewhere.
19. 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. *Except for the addition of a new building usage code, Comfort Station/Restrooms, 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**:

- a. 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.
- b. 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.
- c. 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.
- d. Withdrawn Land: Land withdrawn from public domain for another Federal entity's specific use.

B. Lease Maintenance Indicator

The Lease Maintenance Indicator has been eliminated from the FRPP.

C. Lease Authority Indicator

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

1. **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.*
2. **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.
3. **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.
4. **Provider of Choice Authority – Delegation from GSA:** The Administrator of General Services has issued a standing delegation of authority to the heads of all Federal agencies to accomplish all functions related to leasing of general purpose space. General purpose space is defined as office and related space, as well as warehouse space.

Withdrawn Land has been added as a sub-element of Legal Interest and Lease Maintenance Indicator has been eliminated from the FRPP. No changes are necessary in FIMS reporting, as Withdrawn Land is already captured.

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:

1. Active: Asset is currently needed to support agency's mission or function.
2. Inactive: Asset is not currently needed to support agency's mission or function but may have a future need.

3. Report of Excess Submitted: Agency has submitted a Report of Excess (ROE) to GSA and is pending acceptance by GSA. For this category, the agency must submit the date the ROE was submitted to GSA.
4. Report of Excess Accepted: Agency has received an acceptance of the ROE from the GSA Disposal Office. For this category, the agency must submit the date the ROE was accepted by GSA.
5. Determination to Dispose: Agency has made the final determination to remove the asset from the inventory pursuant to independent statutory authorities. For this category, the agency must submit the date the agency made the determination to dispose.
6. Disposed: Asset has exited the Federal inventory. For this category, the agency must submit the date of asset disposition.
7. Cannot Currently be Disposed: Asset for which the agency that has no long term need but cannot be disposed of for reasons such as environmental issues, historical status, or location within a secure perimeter.

This year the Excess category was eliminated altogether and replaced with subcategories 3, 4, 5 and 7 above. However, FRPC discussions on how best to report these properties are on-going and it is very likely there will be further changes next year. Rather than implement the changes in FIMS now only to change again next year, we are asking sites to report as in previous years and like last year, we will collect the additional granularity necessary for reporting outside of FIMS.

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	Inactive
Excess	Removed from FRPP (note 1)
Not in FIMS – Collect Manually (note 1)	Report of Excess Submitted
Not in FIMS – Collect Manually (note 1)	Report of Excess Accepted
Not in FIMS – Collect Manually (note 1)	Determination to Dispose
Not in FIMS – Collect Manually (note 1)	Cannot Currently Be Disposed

Note 1. FRPP Excess has been replaced with the subcategories shown in bold. We will manually gather the data necessary to report these subcategories.

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.

5. Historical Status

Each asset with a Legal Status of “Owned” will be reported with one of the following attributes:

- A. National Historic Landmark
- B. National Register Listed
- C. National Register Eligible
- D. Non-contributing element of NHL/NRL district
- 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.

Historical Status for leased assets is no longer accepted. Reporting for this element is otherwise 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.

For land, the unit of measure is *acreage*, and is no longer divided into rural and urban.

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 210 different usage codes for structures. Of these, 46 align with the applicable FRPC unit of measure and 164 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
1168 Public Access Bridges (Walking)	Feet	Square Yards
1169 Controlled Access Bridges (Walking)	Feet	Square Yards
1768 Public Access Bridges (Vehicular)	Feet	Square Yards
1769 Controlled Access 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. Percent of Space 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%.

FIMS reporting for this element is unchanged from last year.

10. Replacement Value

Value has been renamed Replacement Value and is defined as the cost of replacing the existing constructed asset at today's standards.

Formula: Replacement Value = Unit x Unit Cost x Overhead Factor.

The result is adjusted by area cost and inflation, as appropriate. Replacement 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. **A significant change for this year is that Condition Index no longer applies to leased assets.** Deferred maintenance will no longer be captured in FIMS for leased assets, however RPV is still required.

Condition Index no longer applies to leased assets. Reporting for this element is otherwise unchanged from last year.

12. Mission Dependency

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency.

- A. Mission Critical – Without the constructed asset or parcel of land, mission is compromised
- B. Mission Dependent, Not Critical – Does not fit into Mission Critical or Not Mission Dependent categories
- C. Not Mission Dependent – Mission unaffected

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 #3)

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)

- 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, for owned assets. Note there is no allocation to leased assets; however the operating cost fields are available for leased and permitted assets and sites should manually enter cost data if known:

	BUILDINGS	TRAILERS	OSF'S
MAINTENANCE AND REPAIR	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.
ELECTRIC	SF allocation to all assets.	SF allocation to all assets	No allocation
WATER / SEWER	SF allocation to all assets	SF allocation to all assets	No allocation
GAS/LP GAS	SF allocation to all assets	No allocation	No allocation
CENTRAL HEAT	SF allocation to all assets	No allocation	No allocation
CENTRAL COOL	SF allocation to all assets	No allocation	No allocation
JANITORIAL	SF allocation to all assets	SF allocation to all assets	No allocation
PEST CONTROL	SF allocation to all assets	SF allocation to all assets	No allocation
REFUSE	SF allocation to all assets	SF allocation to all assets	No allocation
RECYCLING	SF allocation to all assets	SF allocation to all assets	No allocation
GROUNDS	SF allocation to all assets	SF allocation to all assets	No allocation
SNOW REMOVAL	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 then be run and the system will generate values for reporting of asset level operating costs.

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
- 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., 18th & 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

This data element has have been eliminated from reporting.

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:

- (PB) Public Benefit Conveyance:
 - (HA) Homeless Assistance
 - (HE) Health or Education Use
 - (PR) Public Parks and Public Recreation Areas
 - (HM) Historic Monuments
 - (CF) Correctional Facility Use
 - (PF) Port Facilities
 - (PA) Public Airports
 - (WC) Wildlife Conservation
 - (NS) Negotiated Sales to Public Agencies
 - (SH) Self-help Housing
 - (LE) Law Enforcement and Emergency Management Response

Definitions are at appendix B.

- (FT) Federal Transfer
- (SL) Sale
 - (SN) Negotiated Sale
 - (SP) Public Sale
- (DM) Demolition
- (LX) Lease Termination
- (LE) Lease Expiration
- (XX) Admin Correction/No Disposal – Indicates records that were archived for “housekeeping” or data cleanup reasons but do not represent actual physical disposal of land, buildings or structures.
- (OT) 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 may no longer be reported for leased assets. Reporting for this element is otherwise unchanged from last year.***

Disposition Method	Disposition Value to Report
Public Benefit Conveyance Federal Transfer Demolition Other	Replacement Plant Value
Sale (Negotiated or Public)	Sales Price

D. Net Proceeds

This data element is applicable only to assets disposed of through sale, ***and is no longer accepted for leased assets.*** Report the proceeds less disposal costs. Sale proceeds must include any funds that are returned to the U.S. Treasury as well as any funds retained by the agency. *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".

Disposition Value and Net Proceeds are no longer reported for leased assets. Reporting for Disposition and its sub-elements is otherwise 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 evaluated and meets the guidelines set forth in Section 2 (f) (ii) of Executive Order 13423
- No - asset has been evaluated and does not meet the guidelines set forth in Section 2 (f) (ii) 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) (ii) of Executive Order 13423
- Not applicable – guidelines set forth in Section 2 (f) (ii) of Executive Order 13423 do not apply. **Asset is 5000 GSF or less, or is scheduled for disposition by the end of FY 2015**

Reporting for this element is unchanged from last year.

26. Personnel

A. Number of federal employees

This data element is required for all Office and Laboratory buildings and trailers and optional for all other building usages and for structures. Report the number of federal employees (including teleworkers, even if full time) assigned to the building in full time equivalents (FTE's). Consult OMB Circular A-11 for guidance on defining FTE's.

B. Number of contractor employees

This data element is required for all Office and Laboratory buildings and trailers and optional for all other building usages and for structures. Report the number of contractor employees assigned to the building. A contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR).

C. Number of other personnel

This data element is required for all Office and Laboratory buildings and trailers and optional for all other building usages and for structures. Report the number of other personnel assigned to a building that are not federal employees or contractor employees – includes interns and those performing volunteer work.

The sum of the numbers reported for federal employees, contractor employees and other personnel must sum to the value for total number of occupants.

Reporting for this element is unchanged from last year.

27. Lease Expiration Date – this data element is required for all leased assets. Report the expiration date in mm/dd/yyyy format. This date reflects the expiration date of the current lease term, regardless of termination rights and renewal options. When a renewal option is formally exercised, the Lease Expiration date should be updated.

This data element is newly added for FY 2012 reporting, but the data already exists in FIMS so reporting is unchanged from last year.

28. Anticipated Disposition of Asset

This data element is required for all non-disposed assets.

A. Does your agency anticipate disposing of the asset in the future (Yes/No)

For reporting purposes, any asset where the estimated disposition year contains a value will be reported as “Yes”.

B. Anticipated Disposition Method

This data element is required for all assets where the Estimated Disposition Year field contains a value. Report Public Benefit Conveyance, Federal Transfer, Sale, Demolition, Lease Expiration, Lease Termination, Other, or Unknown. This new field is on the Property Detail window.

C. Anticipated Disposal Year

This data element is required for all assets where the estimated disposition year field contains a value. For reporting purposes we will use the existing FIMS data field Estimated Disposition Year.

Reporting for this element is unchanged from last year.

29. Determination of Excess

This data element has been eliminated from reporting.

30. Potential Candidate for Sale

This data element has been eliminated from reporting.

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 NHL/NRL District:** Although the property is within a geographical area determined to be a 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.
5. **Evaluated, Not Historic:** 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 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, 81st Congress (50 U.S.C App. 1622 (a)–(c)).

Wildlife Conservation: Public Law 537, 80th 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 C
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.

- 2. 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.

- 3. 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).

- 4. 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.

- 5. 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.

- 6. 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?**

Contact the FIMS Help Desk

- 7. 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.

8. 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.

9. When do all of the FY12 dispositions need to be archived in FIMS?

All assets that were disposed of in FY11 need to be archived by November 9, 2012. However, disposition data is of enormous interest to the Office of Management and Budget (OMB). Each quarter, the Department is required to update disposition targets and provide a status to OMB. Waiting until the end of the fiscal year to perform disposition archives prevents us from providing accurate data to OMB. We encourage you to archive assets immediately once they have been removed from the inventory.

10. When can I begin to archive my FY13 dispositions?

Assets disposed of in FY13 can be archived in FIMS after you receive notification that the November 13, 2012 FRPC snapshot has been completed.

11. If I archive an asset in FIMS between October 1, 2012 and November 13, 2012, will it count towards the FY12 bank?

Assets archived between October 1, 2012 and November 13, 2012 will be counted towards the FY12 bank as long as the Disposition Date is within FY12 (Oct 1, 2011 – Sept 30, 2012).

Operating Cost

12. When can I begin to input my FY12 Operating Cost values?

You can begin to input your FY12 Operating Cost values on October 1, 2012.

13. 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 Operating Cost 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, land), 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.

14. 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 year-end Headquarters FRPC snapshot. This year, the year-end snapshot will be taken on Tuesday, November 13, 2012. The allocation will occur at 6am on this date.

15. 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 or land.

Schedule

16. When is the absolute deadline for entering all of my FY12 data updates into FIMS and when can I begin FY13 data updates?

All FY12 FIMS data updates must be completed by November 9, 2012. FY13 data updates can be made in FIMS after you receive notification that the November 13, 2012 year-end snapshot has been completed.

General

17. 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.

18. 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.

19. 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.

20. 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 Actual Maintenance on the maintenance window and set the Interior

and/or Exterior Maintenance fields on the Ingrant2 window to Grantee. In addition, the operating cost fields on the maintenance window should reflect any other cost associated with a lease.

21. If I have utility cost associated with a lease, where should that data be input in FIMS?

Any utility cost that is being paid by DOE that is associated with a particular lease, should be recorded on the maintenance window in the appropriate operating cost field. These costs should not be captured in the Other Cost data element on the Ingrant 1 window.