

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

**REQUESTER NAME:** Adam Pugh

**DATE:** 28 July 2009

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**AFFILIATION (CK ONE):**

DOE

OTHER  
FED

**CONTRACTOR NAME:**

**PROPOSED CHANGE: "PROGRAM OFFICE" DATA ELEMENT**

Please make this data element display only (Locked) in FIMS. The only way to change the Program Office would be with a requested from the sites with agreement form Both Program offices at HQ

**JUSTIFICATION:** We are finding a lot of problems with who really owns the building/OSF/trailer in FIMS. EM for the past few months has been doing a QA of FIMS because right now EM does not use FIMS information to make D&D list, but in the future would like to do so. EM is starting to find out that building/OSF/trailer that EM is going to transfer into the program are already in EM in FIMS.

By making this data element display only (locked) will allow all players involved in the transferring of building/OSF/trailer in the loop on this action. This will also stop people from changing the Program Office based on bad information.

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PLEASE DO NOT TYPE BELOW THIS LINE

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

**AUGUST 20, 2009 - FAC APPROVED**

**SEPTEMBER 3, 2009 - FDDC APPROVED**

**OCTOBER 5, 2009 - IMPLEMENTED INTO FIMS v1.30**

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

**MAIL COMPLETED FORM TO:** JANE NATIONS  
Y12 NATIONAL SECURITY COMPLEX  
PHONE (865) 574-4082

**OR DOWNLOAD FORM FROM:** FIMS WEB PAGE: <http://fimsinfo.doe.gov/downloads.htm>  
**COMPLETE FORM AND E-MAIL TO:** [nationsja@y12.doe.gov](mailto:nationsja@y12.doe.gov)

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