

## **Chapter 9: Facilities Information Management System (FIMS)**

The Real Property Asset Management Order, DOE O 430.1B, paragraph 4 b (8) (a) states that FIMS is the Department's real property asset inventory system and fulfills the requirement in 41 CFR 101 and 102 (reference d) for each Agency to have a real property inventory system. FIMS data will be used to meet routine reporting requirements. Therefore the following are required:

1. FIMS data must be maintained as complete and current throughout the life cycle of real property assets, including real property related institutional controls.
2. FIMS data must be archived after disposal of real property assets. Those necessary for Long Term Stewardship (LTS) must be identified, reviewed, and retained.
3. Site/field managers will ensure that FIMS data is verified annually as complete and accurate using a quality control process.

### **BACKGROUND**

FIMS is the culmination of efforts begun in 1983 to establish a DOE real property database system. Since that time, modifications and improvements have been made to DOE's system, with the most recent system (RPIS2) having real-time updating and reporting capabilities. In June 1992, an effort was initiated to develop a "corporate" database that would consolidate common data elements from real property systems utilized by DP, EH, ER, and FM. This database developed into the Facilities Information Management System. Data from RPIS2 was migrated to FIMS prior to system implementation. FIMS became fully operational on July 10, 1995.

FIMS is a Department-wide system that is managed by the office of the Engineering and Construction Management for the office of Management, Budget, and Evaluation. The governing body of FIMS is the Facilities Data Development Committee (FDDC), composed primarily of DOE Headquarters FIMS stakeholders. FIMS Advisory Committee (FAC), comprised of DOE and contractor personnel, was established in 1993 to improve FIMS data integrity, and provide a mechanism for continuous improvement. The FAC evaluates problems or issues regarding development, operation, or administration of FIMS, makes recommendations to the FDDC, and implements FDDC-approved changes. The FAC has authored the *FIMS Administrative Guide*, which is now a part of the *FIMS User's Guide*.

### **USE OF FIMS**

FIMS provides direct access to current verified real property information through ad hoc queries and standard reports. It provides an accurate inventory and management tool that is used to assist Headquarters and all DOE field offices and sites with planning and efficiently managing their assets. This system produces departmental annual statistical reports via the FIMS website, fiscal year real estate summary of real property holdings, Deferred maintenance reports,

congressional energy management reports, excess elimination reports, and automates the preparation of the annual worldwide inventory of Government-owned and -leased real property for submission to the General Services Administration as required by FPMR 101-3 (41 CFR 101-3). FIMS was also used to electronically submit data to FEMA in accordance with Executive Order 12941 (Seismic Safety of Existing Federally Owned or Leased Buildings).

The system allows users to manage all real property including land and its natural resources, any man-made additions and alterations-buildings, trailers/modulars, permanent fixtures and equipment. The information provided by FIMS addresses the condition of property, identifies dimensions and potential hazard categories associated with the property, indicates the replacement value and the cost of maintenance expenditures, occupancy information, and the amount of land acreage. It also provides details on leased property, including lease terms and rental, institutional control property, outgrants and permits. It is designed to provide users with verified information, and assist managers in decisions regarding real property assets. Guidance on accessing the database, data entry, maintenance, reporting, uploading and downloading FIMS data is contained in the *FIMS User's Guide* and *FIMS Reporting Guide*. Copies of these documents may be obtained from the FIMS web site (<http://fims.hr.doe.gov>).

## **INPUT RESPONSIBILITY**

FIMS must be updated regularly so that reliable and current data is consistently available and system integrity is maintained. It is essential that information be obtained from the site function with the most direct knowledge of the specific areas covered by the FIMS data elements. Each site assigns responsibility to individuals with applicable information. The Real Estate representative is the source for a substantial amount of the basic site information. This includes key data on property reported to GSA as excess and on GSA-assigned space, land information (including acquisition method, date and acreage), and leasing information (including location, terms, square footage and rental). The *FIMS Administrative Guide*, from the *FIMS User's Guide*, provides detailed information on FIMS participants, their roles and responsibilities, the overall operation of the system, and the development of quality assurance plans. A copy of the Guide is in Appendix 9.

## **QUALITY ASSURANCE**

In order to assure a high degree of data accuracy and thoroughness in FIMS the field manager is the responsible element for a quality assurance process. A FIMS Quality Assurance Plan prepared by the Field/Operations Offices should address the methods to be used in overseeing the site FIMS programs. It should provide for current verification of site data accuracy, oversight of contractor performance, and confirmation that site QA processes are operational. The site QA Plans should cover the internal organization established to manage FIMS, the processes to assure timely updates, the site's verification processes, role of the DOE and contractor and method of problem correction. Essential to the plan's success is the provision of accurate, thorough and timely data by the site elements (Real Estate officer, Building Manager, etc.).