Department of Energy
Office of Science
Washington, DC 20585

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MEMORANDUM FOR: DISTRIBUTION

FROM: GEORGE MALOSH
CHIEF OPERATING OFFICER

SUBJECT: Office of Science Guidance for the Facilities Information Management System Validation Process

This memorandum provides the Office of Science (SC) guidance for validation of data in the Facilities Information Management System (FIMS). The FY 2007 focus is on the 23 data elements required by the Federal Real Property Council (FRPC).

DOE O 430.1B, Real Property Asset Management requires that FIMS data be maintained as complete and current throughout the life cycle of all real property assets and that site managers must assure that the FIMS data is verified annually as complete and accurate.

The validation process was developed by the Office of Engineering and Construction Management (OECM) in coordination with SC, NNSA and other DOE programs. SC staff has been heavily supported by the SC FIMS Validation Working Group composed of Theresa Kelly (SC-31.2), Gloria Baldwin (CH), Laura Troche (CH), Rebecca Whitehead (OR), Dale Dietzel (Argonne Site Office) and Rick Korynta (Thomas Jefferson Site Office).

The FIMS Validation process involves selecting a random sample of buildings and reviewing the source documents from which the data is prepared. The review team includes a Federal representative trained in the validation process. Note that the validation process does not ensure that the data in the source documents are fully accurate or, are consistent with how other sites prepare similar data. Subsequent reviews will focus on these issues.

Discussion and agreements with the sites have yielded the following schedule for completed validations:

- Second Quarter: AMES, ANL, NDRL, OSTI, PNNL and TJNAF
- Third Quarter: BNL, FERMI, LBNL, ORISE, ORO, ORNL, PPPL and SLAC

The completion of validations in FY 2007 is a performance element between the Department and OMB. It is also a performance element between DOE and the Office of Science in the Consolidated Quarterly Performance Report.

If you have any questions, please contact John Yates at john.yates@science.doe.gov or Theresa Kelly at Theresa.kelly@science.doe.gov.

Attachment: SC FIMS Validation Guidance

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