Department of Energy
Washington, DC 20585

AUG 30 2005

MEMORANDUM FOR DISTRIBUTION

FROM: BRUCE M. CARNES
DIRECTOR, OFFICE OF MANAGEMENT

SUBJECT: FY 2005 Facility Information Management System (FIMS) Reporting Requirement

This memorandum provides implementing guidance for FY 2005 real property inventory reporting. Please distribute it to the appropriate elements of your organization. This effort is a key requirement in getting the Department to green on the President's Management Agenda.

For many years we have reported our inventory to GSA using FIMS as our corporate database. Your special attention is needed this year because the report is now a PMA scorecard item. In response to Executive Order 13327, Federal Real Property Asset Management, 23 data elements were established for common use across all Federal agencies. For the most part, FIMS already contained the required data, although some changes were necessary to fully comply with the reporting requirements. The attached guidance contains detailed instructions for implementing changes from previous inventory reports. Please insure the required data is entered into FIMS by November 4, 2005 so that the Department can report its inventory as required in the first quarter of FY 2006.

Questions on this guidance may be addressed to Mr. Ed Dailide at (202) 586-5422 or Mr. Gary Horn at (202) 586-9296.

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