



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY, PENTAGON
WASHINGTON DC 20310-0600



REPLY TO
ATTENTION OF

S: 7 October 2002

DAIM-MD (405-45)

28 AUG 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQ Integrated Facilities System (HQIFS) 30 September 2002

1. Reference AR 405-45, Inventory of Army Military Real Property, dated 30 June 2000.
2. Purpose. Remind Major Army Command (MACOM) Real Property Offices that the 30 September 2002 real property update to Headquarters Integrated Facilities System/Headquarters Executive Information System (HQIFS/ HQEIS) is due to the Office of the Assistant Chief of Staff for Installation Management (OACSIM) no later than Monday, 7 October 2002. As we transition this responsibility from MACOM to region on 1 October 2002, both the MACOM and the region need to be involved with this update. The MACOM must notify the installations under their command and control of the update requirement. The regions validate their installations' submissions under their command and control.
3. It is critical that addressees ensure their installations submit their data accurately and on time. The 30 September 2002 Real Property Inventory (RPI) is used to develop the POM budget for facilities sustainment and to produce the annual financial statement. It is also used as the baseline inventory for the next Installation Status Report Part I (Infrastructure) cycle. For installations that fail to submit their data by the suspense date, their 31 March 2002 data will be "rolled over" as 30 September 2002 data.
4. Special instructions for the 30 September 2002 data call are provided at enclosure 1. Request this memorandum be furnished to all Army installation-level Real Property, Work Management and System Administrators to ensure HQIFS/HQEIS reflect each installation's most current RPI data for the 30 September 2002 update cycle.
5. We encourage the addressees to send their updates directly to HQDA, ATTN: DAIM-MD via electronic update using the instructions at enclosure 2. POC for this action is Julie L. Jones (703) 692-9223.

Encls

for
Christie Parker Smith
PETER F. PORCELLI
Colonel, GS
Chief, Plans and Operations Division

DAIM-MD

SUBJECT: HQ Integrated Facilities System (HQIFS) 30 September 2002

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DAIM-MD

SUBJECT: HQ Integrated Facilities System (HQIFS) 30 September 2002

DISTRIBUTION (Cont)

CF:

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DAIM-MD (Ms. Smith; Ms. Jones; Mrs. Erickson; Ms. Brennan)

DAIM-FDH

HQDA, Chief of Engineers, CERE-PS

US Army Information Systems Command, ATTN: AS-ENGR

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Defense Logistics Agency

ENCLOSURE 1
INSTRUCTIONS FOR THE 30 SEPTEMBER 2002
REAL PROPERTY INVENTORY DATA CALL

The following instructions are provided to ensure accurate inventory reporting.

1. Validate the IFS baseline version. Interim Change Package (ICP) 14.01 will be sent out to the field by 30 August 2002. 14.01 will be the baseline version of IFS. All installations must be using this version for the 30 September 2002 update. There are significant changes to real property in this change package that will affect future Program Objective Memorandum (POM) as we have added Sustainment/Restoration and Modernization **(S/RM)** codes as well as other data element revisions and additions. We must start validating the new data elements from the 14.01 baseline using the 30 Sep 02 update to ensure accuracy for the 30 September 2003 update. Please contact the IFS hotline if there is a problem in loading the IFS 14.01 baseline.

2. Correct the use of land **CATCODEs**. Installations are not to mix different land **CATCODEs** in a **multiuse** facility record set, e.g., do not put record for "Public Domain Withdrawal" - **CATCODE 91210** together with "Land Purchases and Condemnation" - **CATCODE 91110** as different Use records with the same facility number. This causes problems when pulling the data for the financial reports. Also, each time you acquire property, a new facility record must be created.

3. Disposal actions. Installations must reflect all completed and projected disposals in their 30 September RPI. For facilities that are already disposed, planned disposition code must be populated along with year disposal planned, date disposal completed, date dropped from inventory, and reportability code set to 'D' (disposed). For planned disposals, please validate facility records to ensure that the Planned Disposition Code, Year Disposal Planned, **McKinney** information, and disposal action dates (i.e. submitted, approved, started) are set correctly. These data elements will be used to screen for ISR eligible facilities as well as monitoring the facility reduction program, one for one and footprint disposals. Note that planned disposals should not have a reportability code of 'D' (disposed). There are many disposed facilities remaining in the system even though they have been coded correctly for disposal because of open work/service orders. Work/service orders of disposed facilities must be closed out so facilities are dropped from the inventory. For assistance contact the IFS Functional Hotline at 804-734-2058.

ENCLOSURE 1 CONT'D

4. Installation header records.

a. Validate Status Kind Operator Code.

b. Validate Function Code.

c. Validate that the Year Installation Acquired date represents the year that the Department of Defense (DoD) acquired the installation. This should reflect the year acquired by **DoD** not MACOM or Installation.

d. Review installation names to ensure that they are correct. Use the convention of "Fort Smith or Camp Smith" not "Smith, Fort or Smith, Camp." Installation names must be changed to remove special characters such as parenthesis (), ampersand signs &, plus signs +, percent signs %, underscores _, and quote marks either single or double. GSA World-wide Inventory cannot handle special characters in the installation name.

5. Facility records.

a. Validate **year_built**

b. Validate year-acquired; this should reflect the date acquired by **DoD** not MACOM or installation

c. Validate use of planned disposal codes

d. Validate disposal dates

e. Validate Reportability Codes of D (only if facility is gone), U (under construction), and N (nonreportable). HQEIS only receives facilities with a D and blank (reportable), thus installations only get sustainment funding for those facilities that are reflected in the RPI.

f. Validate new **S/RM** Codes (SCP 14.01) with your tenants and your **RPAO**:

(1) Sustainment Organization Code

(2) Sustainment Fund Code

(3) Replacement Organization Code

(4) Replacement Fund Code

(5) User Organization Code

ENCLOSURE 1 CONT'D

NOTE: S/RM codes have been established by the Department of Defense (DoD) to identify funding responsibility for the sustainment and replacement of facilities. The Army's POM budget by fund appropriation and organization will be established using the S/RM codes found in the real property inventory starting with the FY06 POM cycle (30 September 2003, Real Property Inventory (RPI)).

ACSIM will start evaluating your inventory with the September 2002 update.

6. Housing that has been transferred to Residential Community Initiative (RCI) must be reflected in the inventory with ownership code G for RCI. This is a new code in the interim change package 14.01. Contact Ft Lee hot line if you need assistance.

7. Construction projects that have been accepted as completed transfers or for beneficial occupancy must be documented in the RPI.

8. Capital Improvements that were made during the FY must be reflected in the RPI.

9. Ensure you have reviewed and corrected the errors found in the Big UM 2 report. Those UM 2's that you feel are correct must be identified to ACSIM as being correct.

10. Documentation of changes in assets identified by the validation process and timely response to other validation queries during the quality assurance process is critical.

a. Request **MACOMs/Regions** respond to validation requests within five working days of notification, when there is a significant change in the SF, SY & AC.

b. A written response (electronic **email** is preferred) to each validation request is required. It is recognized that many telephonic discussions take place during the validation process, but the final response explaining the significant changes in the assets must be provided in writing to Deanna Erickson, deanna.erickson@hqda.army.mil.

ENCLOSURE 2
INSTRUCTIONS IFS FOR ELECTRONIC DATA TRANSMISSION TO HQIFS/EIS

1. Run the normal IFS extract programs to create an update for HQIFS/HQEIS.
2. IFS users should send their data via FTP to I.P. 160.147.90.245, **login** as ID: hqifs and Password: rpidata. Make sure to transfer the file in binary mode.
3. NG PRIDE users can FTP their files using step two above.
4. Any problems please call Ben Schwarten at 703-428-6407 or DSN 328-6407, or **email** him at benjamin.schwarten@hqda.army.mil