

Instruction	Title: FACILITY SPACE MANAGEMENT SYSTEM PROCESS			Number: ENG-I-RP07	
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SUBJECT FACILITY SPACE MANAGEMENT SYSTEM PROCESS

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PURPOSE

The purpose of this document is to establish a processing instruction regarding use of the Facility Space Management System (FSMS), also known as TRIRIGA.

SCOPE AND APPLICABILITY

Under the Base Operations and Support Services (BOSS) contract, the BOSS Real Property Office is responsible for the preparation and maintenance of accountable records for real property assets owned by the National Aeronautics and Space Administration (NASA) that are located at Kennedy Space Center (KSC) and Cape Canaveral Space Force Station (CCSFS), as well as records for assets owned by others that are located on KSC. Record accountability includes establishment and maintenance of paper and electronic files. This work instruction addresses use of the electronic data maintenance process within FSMS, an unofficial database of all real property located on KSC and NASA real property located on CCSFS. The BOSS Real Property Office updates the facility record General, Manager, Photos, Instruments and Historical Data tabs in FSMS. This work instruction will focus on those specific areas of FSMS.

PROCESS**1. FACILITY RECORDS****1.1. General Data**

The main page of the facility record contains general information which includes the following:

1.1.1. Facility Number

The facility number is a unique number assigned to real property facilities for identification, tracking and reporting purposes. Facilities can include, but are not limited to, storage facilities, administrative buildings, runways, electric power distribution systems, bridges, storage facilities, fences, and harbor improvements. Facility numbers are provided by the BOSS Real Property Office and are used to collect and report financial data as required by Federal Law. KSC uses a unique numbering system that includes a map grid for facilities located on KSC and uses Air Force (AF) assigned numbers for NASA-owned facilities located on CCSFS.

1.1.2. Common and Alternate Name

The common name is the name usually identified on the site plan. If a common name is not assigned, BOSS Real Property can make a recommendation to the KSC Real Property Accountable Officer (RPAO), usually based on the use of the facility. The alternate name(s) is a name the facility may be known as, such as an acronym like VAB for Vehicle Assembly Building. A former facility name can also be entered as an alternate name. Both the common and alternate facility name fields are used to return facility search results.

1.1.3. Facility Status

FSMS facility statuses include the following:

- Sited (Future): Facility has been sited, but construction has not yet begun.
- Under Construction: Facility is under construction; usually when ground is broken.
- Active: Facility is utilized.
- Inactive (Standby): Facility is deactivated with intention of reactivation in the next three years.
- Inactive (Mothballed): Facility is deactivated with intention of reactivation in three or more years.
- Inactive (Abandoned): Facility is deactivated with no plans of future reactivation.
- Excessed: Facility accountability has been transferred to another organization.
- Demolished: Facility has been demolished or removed.
- Retired: Refers specifically to the facility number; no longer valid.

1.1.4. Owner

The organization that is accountable for the facility. If the facility is owned by anyone other than NASA, it is known as Facility Accountable by Others (FABO).

1.1.5. Year Built

The year construction of the facility was completed.

1.1.6. Facility Type

A mandatory field, the Facility type is either "Building" or "Other (Structure and Facilities)," determined by the NASA classification code assigned to the facility in the Real Property Management System (RPMS).

1.1.7. Installation

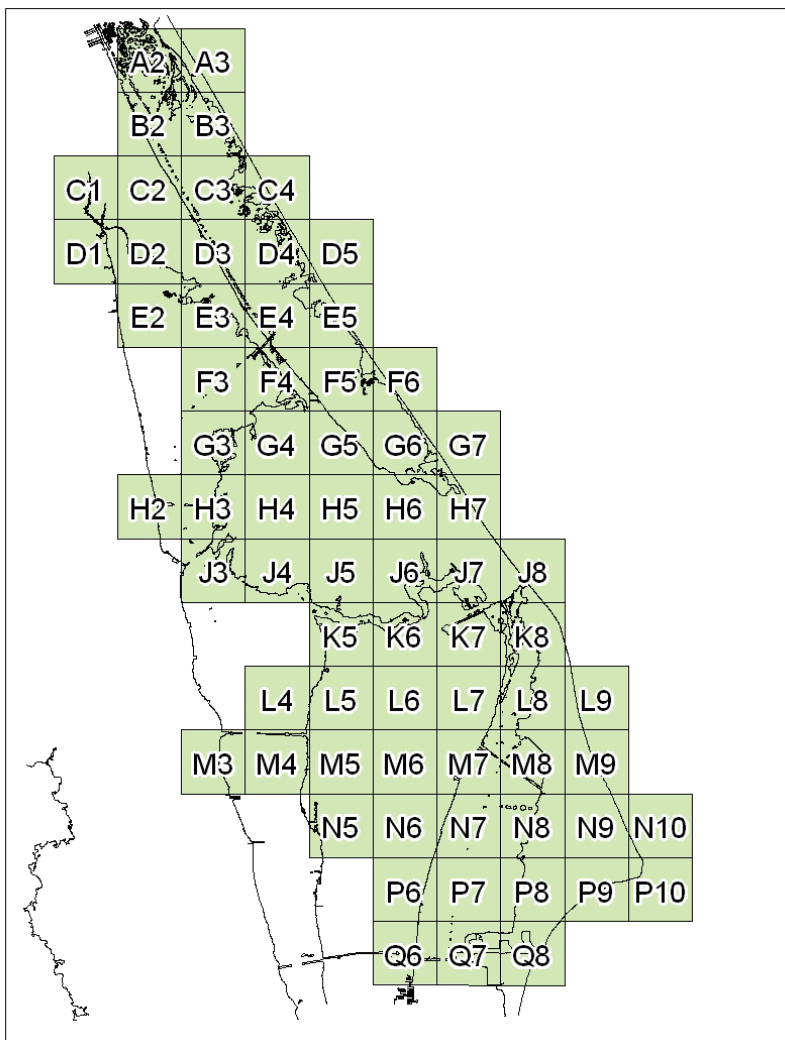
The installation assigned is usually KSC, Cape (for CCSFS facilities), or KSC Comm (KSCC, the installation code for AF-owned facilities located on KSC).

1.1.8. Facility Group

The group or area the facility falls into. To determine the facility group, reference the facility group maps maintained by the BOSS Real Property Office.

1.1.9. Map Grid

The map grid number that the facility falls into. See Figure 1.

FIGURE 1: MAP GRID

1.1.10. Capacity and Capacity UOM/Area and Area UOM

NASA requires a unit of measure (UOM) for each facility, which is determined by the classification code assigned to the facility. Capacity and Area in FSMS differ in that capacity refers to units of measure such as Cubic Feet, Each, Gallons Per Minute, Kilowatts, and Area refers only to Square Feet, Square Yards and Acres.

1.1.11. Book Cost

Book cost includes the cost to construct the facility and costs of any modifications or improvements made to the facility.

1.1.12. CRV and CRV Date

The Current Replacement Value (CRV) is calculated in RPMS and refers to the cost to replace the facility with a functionally similar facility. CRV Date is the date the CRV was updated in FSMS.

1.1.13. Remarks

The Remarks field is used to enter any pertinent information about the facility. It could include things like the Project Control Number (PCN) used to construct the facility, the date a facility's classification code was changed, or the date a facility was demolished.

1.1.14. Primary Function

The primary function of a facility determines the facility classification code, which are listed in the NASW-00009, NASA Real Property Classification Guide. Once the classification or function code is entered, the name, description and UOM for that code are automatically populated.

1.1.15. Construction Details

Construction details include the type of construction (permanent, semi-permanent or temporary), and features of the facility (foundation and exterior materials, and roof types).

1.1.16. Primary Address

KSC does not generally assign street addresses to a facility. If one has to be assigned, however, the information would be entered here.

1.1.17. System Applications Product (SAP) Details

SAP details include the numbers assigned to the facility in RPMS, a system in SAP. The SAP Entity is either 1042 for facilities located on CCSFS or 1043 for facilities located on KSC. The SAP Property ID is the unique identifier assigned to a facility in RPMS. The SAP Number is the facility number exactly tracked in SAP. This information is included in FSMS to allow easy periodic upload of CRV data.

1.1.18. Space Utilization Details

The only field in the Space Utilization Details section that the BOSS Real Property Office is responsible for updating is the Track By Space Use field. Choose "Yes" if it can house people, and "No" if it can't.

1.2. Manager

The Manager tab in FSMS contains contact information for the Primary and Alternate facility managers assigned to that facility. Facility manager contact information is either imported from the Self Service Management Tool (SSMT), a web-based program used by all employees at KSC, or maintained in the External Contact list in FSMS if the person works for an offsite organization.

1.3. Photos/Site Plans

Facility photos and Site Plans are maintained on the BOSS Real Property share drive and uploaded into FSMS. If a facility is not available because it has not yet been constructed, add the site plan to the facility record.

1.4. Instruments

If the facility has been granted to or from another organization, assign the legal instrument here.

1.5. Historical Data

Historical data lists past CRV amounts, and dates the CRV was updated in FSMS.

1.6. Audit and Audit Action Tabs

The Audit and Audit Action Tabs provide dates of changes made to the facility record, as well as what types of changes were made and by whom.

2. ADDING AND UPDATING DATA

Review the BOSS Real Property Desk Guide for information about adding, revising, retiring and deleting a facility data record, which also includes adding/updating facility manager data and photos.

3. FSMS MAILING LIST

The mailing list maintained in FSMS is a list of people/organizations who are affected by facility status, name and classification code changes. The mailing list can be found by accessing the Portfolio tab, then People tab.

4. NOTICES

4.1. Workflow Notifications

Notices, also known as Workflow Notifications, for newly added or removed facilities (also known as Add and Delete Notices), except for reactivated facilities (see section 4.2) will be sent to the contacts on the Mailing List discussed above. Status change workflow notifications can be automatically sent by utilizing the Send Notification button on the facility record. NOTE: Workflow notifications should be sent the day after the changes are made, as facility data linked in the workflow notifications is not available until the following day.

4.2. Manual Notifications

Facility name changes, as well as facility reactivations, need to be sent to all on the FSMS mailing list, but will need to be sent manually as the "Send Notification" button will not address these types of changes. NOTE: Manual notifications should be sent the day after the changes are made, as facility data linked in the email notifications is not available until the following day.

5. QUERIES/REPORTS

Several standard reports are available in FSMS. Custom reports can also be designed. The most common reports used by BOSS Real Property include the Real Property Facilities Report, Facility Manager Metric Reports and Revision in Progress Report. To

access these reports, open the Query tab and then Report Manager. Reports are available in the Community Reports and can also be saved under My Reports. Choose the required report and then run the report.

5.1. Real Property Facilities Report

The Real Property Facilities Report is an ad-hoc report that allows the user to run reports based on the criteria contained on the General and Manager tabs of the facility record. The reports are exported into an Excel worksheet. The report can be generated with or without Alternate Facility Manager information. Running the report without alternate facility manager information allows for easier sorting of the final Excel report, as there are some facilities that have more than one alternate facility manager.

5.2. Facility Manager Metric Reports

Primary Facility Manager Metric and Alternate Facility Manager Metric Reports are available to assist with the calculation of monthly facility manager updates.

5.3. Instruments Facilities Reports

A list of legal instruments can be generated from the Instruments Facilities Report. The report will include the legal instrument number, instrument ID, instrument and grant types, grantor, grantee, facility number and name.

5.4. Revision in Progress Report

The Revision in Progress Report allows the user to run a report that lists the Installations, Facility Groups, Facilities, Land, Miscellaneous, Floors and Rooms which are currently in a status of Revision In Progress or Draft. This report provides the user a list of records that may be “stuck” in the revision in progress status. Most often, the user needs to access the facility record and Activate it to pull it out of the revision process.

6. OFFSITE FACILITIES

Under the hierarchy, there is an Offsite Installation, Offsite Facility Group and list of Offsite Facilities which are used by the KSC Library for informational purposes only. They are not used by BOSS Real Property.

7. MISCELLANEOUS RECORDS

Miscellaneous records are not specific facility records but are records usually referencing a specific area. They are retained because they are recognized in other databases, but not used by BOSS Real Property.

8. FACILITY INFORMATION CENTER

Because FSMS is a secure database, very few people at KSC can access it. The Facility Information Center (FIC) is a facility data viewer of information that is maintained in FSMS and made available to personnel working at KSC. In FIC, users can search and export facility data.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Facility Space Management System Records	BOSS Real Property
NASA Real Property Management System Records	BOSS Real Property

ROLES AND RESPONSIBILITIES

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Author: Laura Lopetz

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
NASW-00009	NASA Real Property Classification Guide
NNK1861907R	Base Operations Spaceport Services Contract
NPR 8800.15	NASA Real Estate Management Program Procedural Requirement

ACRONYMS

AF – Air Force

BOSS – Base Operations and Support Services

CCSFS – Cape Canaveral Space Force Station

CRV – Current Replacement Value

FABO – Facilities accountable by others

FIC – Facility Information Center

FSMS – Facility Space Management System

GIS – Geographical Information System

KSC – Kennedy Space Center

KSCC – Kennedy Space Center Comm

NASA – National Aeronautics and Space Administration

OMEU – Operator, Maintainer, Engineer and User

PCN – Project Control Number

RPAO – Real Property Accountable Officer

RPMS – Real Property Management System

SAP – System Applications Product

SSMT – Self Service Management Tool

UOM – Unit of Measure

DEFINITIONS

Classification Codes: Part of a uniform coding system used to identify the primary function of NASA Real Property. Depending on the classification code, RPMS automatically generates the unit of measure and Asset Class code that is assigned to that property.

Facilities Accountable By Others (FABO): Facilities located on KSC property, but owned by another organization.

Facility: Structure or system identified by a numbering system and accounted for in the real property records. Facility numbers are assigned to, but not limited to, buildings, sewer and water mains, electrical distribution systems, sidewalks and roads.

Facility Add/Delete Notice: Also known as a Workflow Notification, this notice is sent via email from the BOSS Real Property Office. Included in the notice is a link to the Facility Information Center (FIC) which contains general facility information, including photos and location.

Facility Folder: Maintained by BOSS Real Property, the facility folder houses facility records and information which includes, but is not limited to, master data sheets, equipment lists, cycle inventory forms, facility manager assignments sheets, floor plans, photographs and correspondence relating to the facility.

Facility Information Center (FIC): Data viewer which provides searchable facility information maintained in FSMS and made available to most organizations at KSC. The FIC also contains links to other systems including GIS, KSC/ BOSS Floor Plan Report and OMEU.

Facility Manager: A person usually acting as a primary point of contact, assigned unique organizational duties associated with coordination and control, when appropriate, of facility activities.

Facility Number: A unique number assigned by the BOSS Real Property Office to real property including buildings, structures and land for identification, tracking and reporting purposes.

Facility Space Management System (FSMS): Also known as TRIRIGA. Unofficial database of all real property located on KSC and NASA real property located on CCSFS. The database contains general facility information, facility manager contact information, facility functions, facility costs, construction data and location. The FSMS also contains information for facilities that are not considered accountable real property by NASA's criteria, but that are numbered for identification purposes only. Information maintained in FSMS can be viewed in the Facility Information System (FIC).

Facility Status: Statuses include, but are not limited to, Active, Standby, Mothballed, Abandoned, Excessed or Demolished. Detailed descriptions can be found in NPR 8800.15.

Map Grid Number: Map grid numbers incorporated into facility numbers for all facilities located on KSC, except for trailers (see Trailer Number definition below). A typical facility number starts with the map grid number in which the facility is geographically located, followed by a specific facility number.

NASA Real Property Management System (RPMS): Official database listing all NASA owned Real Property. The BOSS Real Property Office uses this database to update KSC Real Property records.

Real Property: Land, buildings, structures, utilities systems, improvements and appurtenances, such as real property installed equipment, permanently annexed to planet Earth.

Real Property Accountable Officer (RPAO): Person responsible for real property accountability, including the recording and reporting of the NASA real property inventory. The RPAO plans, directs, coordinates and manages the activities of all the Center's real property including signing documents for KSC to transfer, accept, and dispose of all federal real property.

Self Service Management Tool (SSMT): A web-based program used to access non-sensitive employee information for all employees at KSC.

Systems Applications and Products (SAP): NASA's financial management system, in which RPMS is integrated.

Trailer Numbers: The following number system shall be used to identify trailers:

NASA-owned multi-wide trailers	TRM-XXX
NASA-owned trailers	TR1-XXX
NASA-leased trailers	TR2-XXX
Other gov't agency owned trailers	TR3-XXX
Other gov't agency leased trailers	TR4-XXX
Construction/Contractor-owned trailers	TR5-XXX
Contractor-leased trailers	TR6-XXX

Workflow Notification: Auto-generated from FSMS, this notice is sent via email from the BOSS Real Property Office to the FSMS mailing list of contacts. Notices are for facilities that have been added or deleted (also known as add/delete notices), or facilities with status changes. Included in the notice is a link to the Facility Information Center (FIC) which contains general facility information, including photos and location.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial release	05/14/14
1	BOSS release	10/16/19
2	Revision to change all references of Cape Canaveral Air Force Station (CCAFS) to Cape Canaveral Space Force Station (CCSFS) and updates to section 4. Notices	02/09/21

DOCUMENT APPROVALS

2/11/2021

X Laura Lopetz

Laura Lopetz
Lead, Real Property
Signed by: cards

2/11/2021

X Marc Dixon

Marc Dixon
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