

# State Facilities Oversight

## NEW UFI INSTRUCTIONS

The Office of Financial Management (OFM) now requires each position and employee in the state human resource management system (HRMS) to be associated with a unique facilities identifier (UFI) that represents the assigned duty station. The UFI assigned by State Facilities Oversight through the State Facilities Inventory System (FIS).

Most UFIs are already stored in the HRMS system, but as the inventory of state facilities change or employees relocate to new facilities new UFIs may need to be added to the inventory. To request a new UFI or to request an existing UFI be added to HRMS, complete the [New UFI form](#). OFM will review the request for a new UFI and reply with the disposition of the agency's request within five business days. Changes will be made to HRMS on Friday of each week.

## DEFINITIONS

Unique facility identifier (UFI) is a number that is assigned to all state facilities listed in the Facilities Inventory System.

Duty station is the state agency location (facility) that an employee is assigned to conduct work from.

## COMPLETING AND SUBMITTING THE FORM

The requestor shall submit a [form](#) that is as complete as possible.

If you are requesting a new UFI and adding that UFI to the HRMS system, complete the entire form.

If you are requesting an existing UFI be added to HRMS, complete the Agency Contact Information and Facilities Data Sections only.

Submit the request to [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov) in Microsoft Word with a subject line: **UFI Request**. Once OFM validates the form's facility data they will complete the disposition section and e-mail you a copy.

### Tips

- Before completing this form, confirm that the facility is not already in the facilities inventory by searching for the facility using the map at the link below. A facility can be located by agency or address.

<http://wa-ofm.maps.arcgis.com/home/index.html>

- To reduce excess records in the HRMS, OFM selected facilities with space types that are most likely to have employees located in them. If a facility needs to be added, you may need to review the space type included in the FIS record.



- If you have a question about the value you should select for a specific field see the 2016 FIS Instructions for additional information.
- If you have an employee who is assigned to a facility that is not owned, leased or contracted for use by the state, contact OFM to consult on the best strategy for adding this facilities information to HRMS. For example, an employee may be collocated with a federal agency, a hospital, or a local government. Depending on the situation, Facilities Oversight will advise on whether or not to add a unique UFI value like the Z-numbers for homebased positions or assign a position/employee to an existing UFI.

## ADDITIONAL INFORMATION

The full state facilities inventory in excel is available on the OFM Facilities Oversight website at: <http://www.ofm.wa.gov/budget/facilities/fis.asp>

To receive assistance in completing this form, please contact:

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