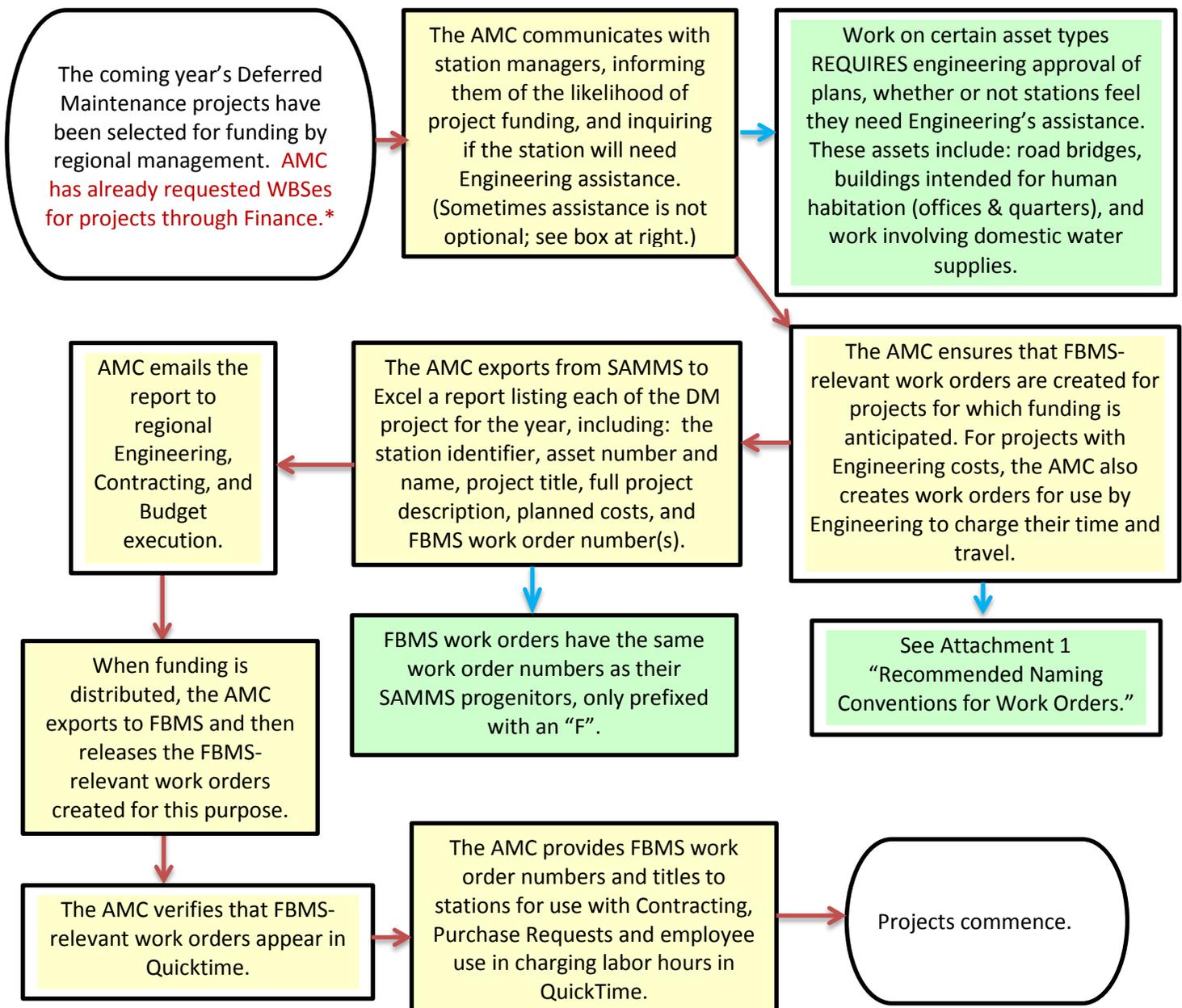


## User Guide AM-05: DM Five-Year Plan Project Coordination

**Overview:** As soon as the coming year’s potential Deferred Maintenance (DM) projects are decided by regional office management, the Asset Management Coordinator should notify the Engineering Division, Contracting, and the stations that will have projects funded. With early communication, planning can take place and resources scheduled without waiting until the funds are disbursed (which, under some certain scenarios, has occurred too late for contracts to be awarded).

The flow chart below illustrates the communication process between the AMC and other regional and field entities, once project have been selected for the current year’s DM funding.



\* Refer to Technical Bulletin RP-01: “Work Order WBS & Asset Shell Request Form”

## Recommended Naming Conventions for Work Orders

Once an FBMS-relevant work order is approved in SAMMS, it will export to FBMS, where its SAMMS work order number will be prefixed by “F” (i.e., “2016267112” in SAMMS becomes “F2016267112” in FBMS). The title the work order in SAMMS will default as its title in FBMS. Unless you change it in FBMS, this will be the name that for the work order as it appears in QuickTime.

However – only the first 31 characters of the title (including blank spaces) will appear in QuickTime. And, since QuickTime only provides search capability on the contents of the *work order number field*, and not the name field, it is helpful if work orders use the three-letter “station literal” early into the title, along with other short identifiers for the type of work order.

For instance, if Tijuana Slough NWR’s annual O&M work order has been named:  
**FY 16 ROUTINE ANNUAL MAINTENANCE 1262-0000 TJS**

...all that will display in QuickTime is:

**FY 16 ROUTINE ANNUAL MAINTENANCE**

...because the individually identifying aspects of the title lie beyond the 31 character cut-off. And if the above is the naming convention for the region, every station’s O&M work order will look exactly like every other station’s O&M work order.

Here are examples of more station-friendly naming convention for annual work orders:

**TJS O&M 1262-0000 FY16** (For maintenance personnel’s labor hours)

**TJS O&M 1262-A811 FY16** (For other station purchases and payments)

**TJS O&M 1263 FY16** (For any Visitor Service folks who perform maintenance)

**TJS O&M 1261 FY16** (For biologists who perform any maintenance)

In truth, the use of “FY XX” in an O&M work order is somewhat redundant, because the first four digits of the work order identify the year the work order was created.

For funded projects, such as Construction, Deferred Maintenance, or Visitor Facility Enhancements, identifying the **station**, **the project**, **fund source** and **WBS** in the title is helpful:

**STL Repair HVAC DM CA12 FY16**

**MER Install entrance sign VFE VFA1 FY16**

Work orders intended for Engineers’ time and travel can be prefaced with “EN” :  
**EN STL Repair HVAC DM CA12 FY16.**