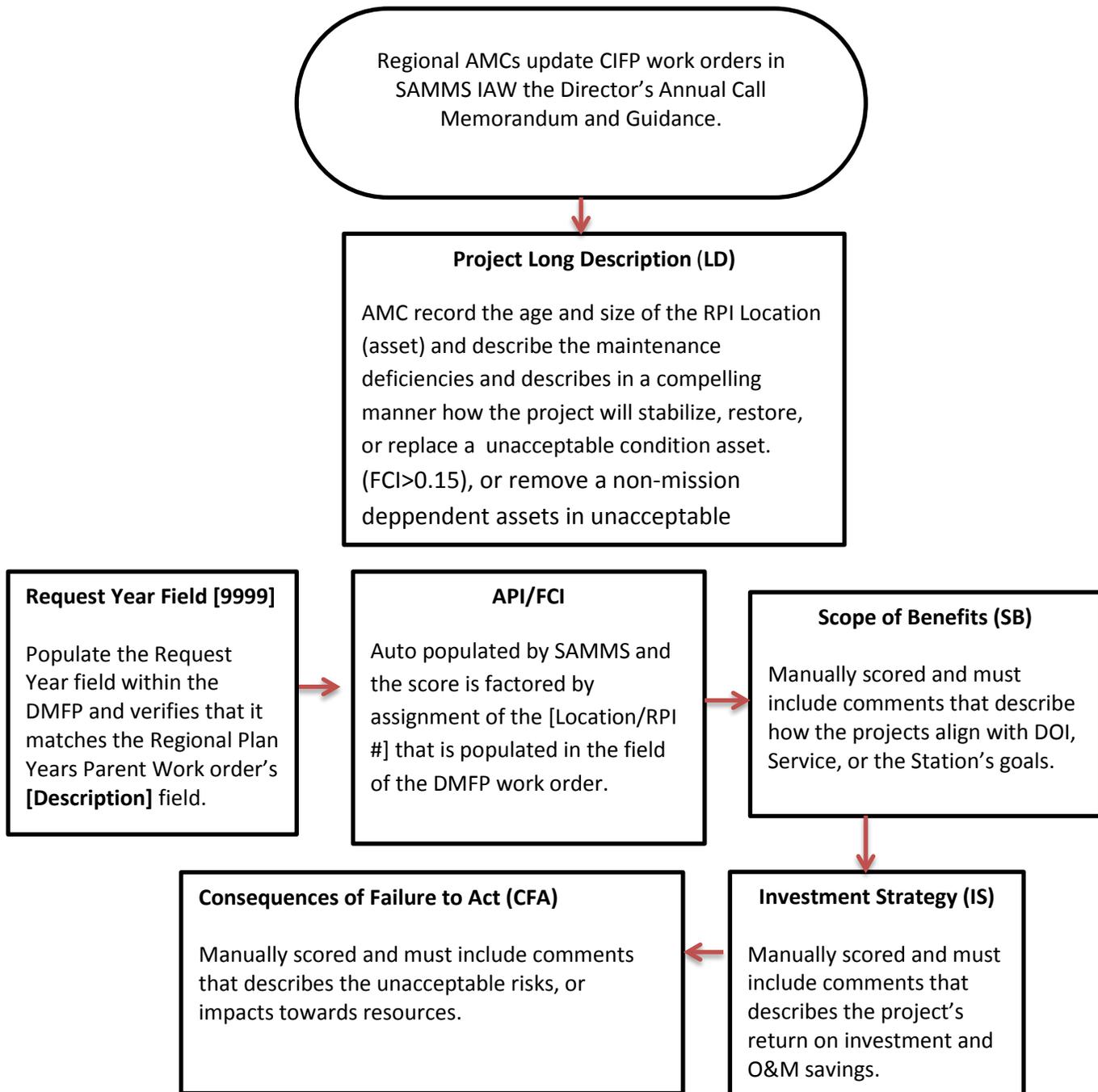
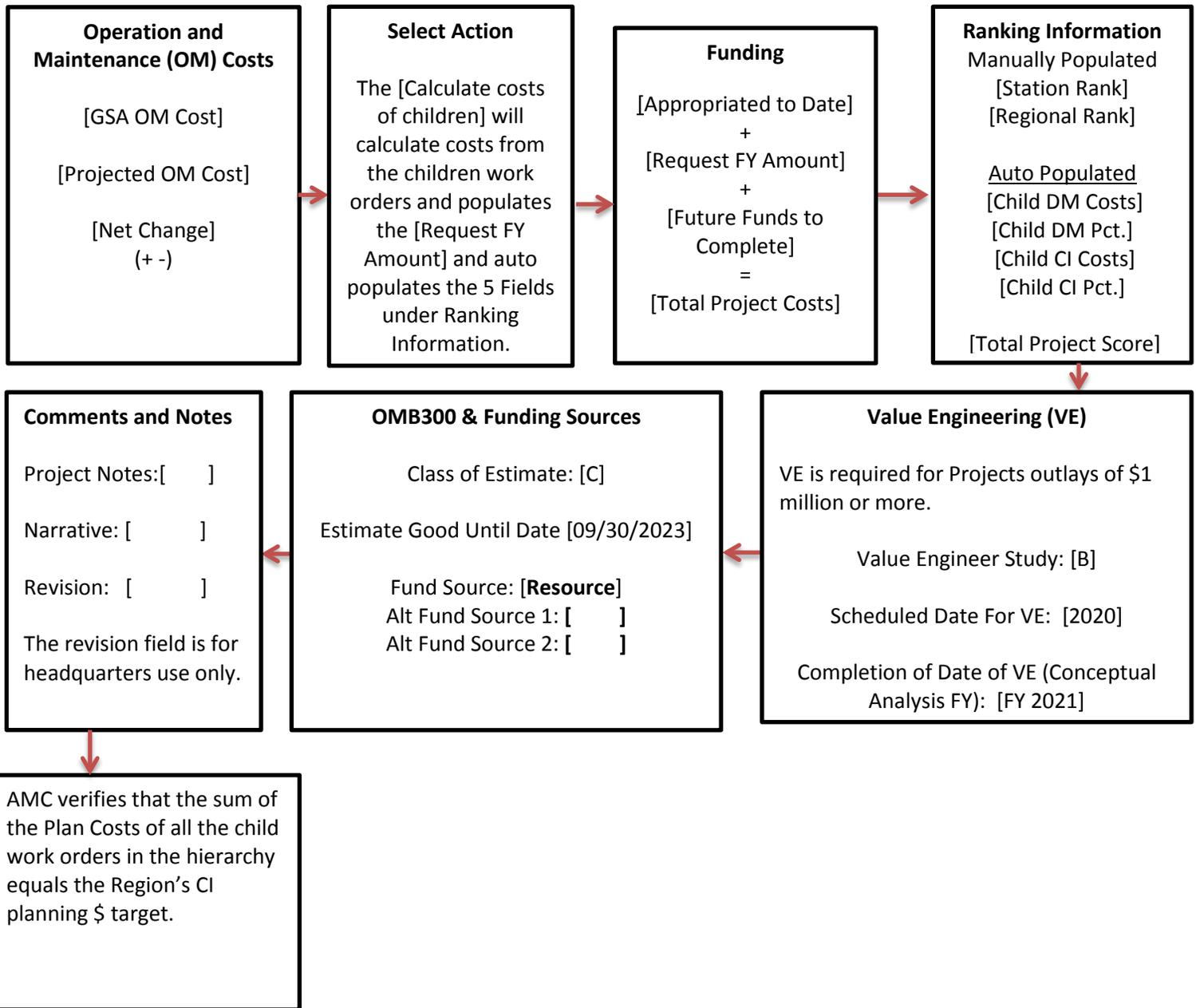


## User Guide AM-10: CI Work Order Creation and Prioritization

**Overview:** The Service Asset Maintenance and Management System (SAMMS) is the database of record for Capital improvements (CI) work orders and construction wish-list projects, including alterations, expansions of existing assets. Once a project is funded, work orders are exported to the Financial Business Management System (FBMS) where expenditures are tracked. Project planning, justification and prioritization, however, take place in SAMMS. It is from the SAMMS database that projects are selected. Due to the sensitive nature of Five Year Plans, CI work orders are restricted for access to regional offices, and must be updated by each regional office, usually by the Asset Management Coordinator.



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## Appendix 1

### API/FCI

RPI/Location	API	FCI	SIP	Element %	Calculated Points
Asset has a high API	(>80)	FCI( $\geq$ 0.15)	100	0.40	40
Asset has a high API	(>80)	FCI( $<$ 0.15)	75	0.40	30
Asset has a moderate API	(50-80)	FCI( $\geq$ 0.15)	40	0.40	16
Asset has a moderate API	(50-80)	FCI( $<$ 0.15)	30	0.40	12
Asset has a low API	(<50)	FCI( $<$ 0.15)	5	0.40	2
Asset has a low API	(<50)	FCI( $\geq$ 0.15)	0	0.40	0

### Scope of Benefit

Scope of Benefits	SIP	Element %	Calculated Points
<b>A.</b> Project clearly demonstrates a major and measurable contribution to established goals and objectives of the Department and the Bureau, aligning with specific outputs and outcomes detailed in the strategic plans.	100	0.20	20
<b>B.</b> Project demonstrates a moderate contribution to established goals and objectives of the Department and the Bureau.	50	0.20	10
<b>C.</b> Project contribution to established goals and objectives of the Department and Bureau is minimal, or not demonstrated.	0	0.20	0

### Investment Strategy

Investment Strategy	SIP	Element %	Calculated Points
<b>A.</b> Project investment strategy clearly demonstrates a major and measurable net savings for the Government, strongly supports financial sustainability efforts, or leverages significant non-DOI resources.	100	0.20	20
<b>B.</b> Project investment strategy demonstrates a steady state position on operation and maintenance costs and a moderate leveraging of non-DOI resources.	50	0.20	10
<b>C.</b> Project investment strategy does not reduce operation and maintenance or does not have any matching contributions.	0	0.20	0
<b>D.</b> Project investment strategy indicates an increase in operation and maintenance costs for the organization, regardless of any resource leveraging.	-25	0.20	-5

### Consequences of Failure to Act (CFA)

Consequences of Failure to Act	SIP	Element %	Calculated Points
<b>A.</b> Failure to complete this project would have major and measurable direct impacts on public or employee health and safety.	100	0.20	20
<b>B.</b> Failure to complete this project would have major and measurable direct impacts on natural or cultural resources.	50	0.20	10
<b>C.</b> Failure to complete this project would not have major and measurable direct impacts on personnel, natural, or cultural resources.	0	0.20	0

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### Appendix 2

CI	<b>Capital Improvement</b>	The construction, installation, or assembly of a new asset, or the alteration, expansion, or extension of an existing asset to accommodate a change of function or unmet programmatic needs, or to incorporate new technology. This may include major renovation of an existing asset in order to restore and/or extend the life of the asset without a change of function.	To support documenting capital improvement needs, plans, and accomplishments, and to standardize how capital improvement backlog is determined.	Location is mandatory RO, & WO can create and edit. All others can review.
CINC	New Construction	The erection, installation, or assembly of a new asset.	<b>Location field is mandatory. Asset field is not used.</b>	
CIAT	ALT - Alteration	Work to change the function of an existing asset or any of its components. The capacity or size of the asset is not expanded. Deferred maintenance of the original asset may be reduced or eliminated by an alteration.	<b>Location field is mandatory. Asset field is mandatory.</b>	
CIEP	EXP - Expansion	Increasing the capacity or size of an asset to serve needs different from, or significantly greater than, those originally intended.	<b>Location field is mandatory. Asset field is mandatory.</b>	
CIFP	5-Year Plan Project	Capital improvement work identified in a 5 year plan submission to the Department.	Identifies a typical "project" eligible for construction appropriations. This work order will provide project support information such as a detailed project description, project data sheet information, and rollup costs from individual child work orders. This work order will not have cost information. This work order will be excluded from capital improvement backlog determination.	<b>Location field is mandatory. Asset field is mandatory.</b>
CIEG	Engineering Services	Engineering and/or contracted A&E services	Identifies costs related to engineering services separately	<b>Location field is</b>

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		that support planning, design, and construction management of 5-Year Capital Improvement Plan Project.	from project costs. Clarification is needed from the PDCMC's Metrics Work Group as to whether these costs should be included in capital improvement backlog determination.	<b>mandatory. Asset field is not used.</b>
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## Appendix 3

### The Definitions for Priority Mission Support Construction Categories:

- 1. Habitat Management/Restoration (Abbreviated as HABMGMT):** This category includes rehabilitation or modification of facilities to enable habitat management. Types of projects in this category: dams and water control structures; fencing to keep out invasive animals; captive breeding facilities for endangered species; nurseries to grow native plants; installation, repair, and in some cases removal of levees; and other projects requiring construction, modification, or demolition of an asset. To strengthen project and ranking categories descriptions, please incorporate the following:
  - Will this project benefit an endangered or threatened species, or species of concern?
  - Does this project contribute to a landscape wide habitat management/restoration effort?
  - How much habitat will be impacted by this project? How will this project benefit wildlife?
  - Will this project positively impact climate change adaptation? If so, how?
  - Is the facility identified as a need in an approved management or recovery plan?
  - Is the project on land included in any special national or international designation such as a wetland of international significance (RAMSAR site) or a national natural landmark?
- 2. Hatchery/Refuge Support Infrastructure (abbreviated as NFHSINFRA/REFSUPPFAC):** This category includes multi-purpose facilities that are not specifically indicated in another priority construction category. Facilities such as quarters, bunkhouses, maintenance buildings, storage facilities, radio systems, fire buildings, and small administrative offices (< 5,000 square feet) are included. Please note that administrative offices in this category may have a modest visitor contact area, but the primary purpose of the building is office space. Each Region should include three highest priority projects for Refuges and one priority project for Fish and Aquatic Conservation. To strengthen project and ranking categories descriptions, please incorporate the following:
  - Will the new facility improve safety, accessibility, or working conditions?
  - Will the new facility allow for better protection of trust resources?
  - If a current facility exists, has it exceeded its useful life, typically forty years for buildings, or are there other extenuating circumstances such as natural disaster damage necessitating replacement?
  - Is the facility identified as a need in an approved management or recovery plan?
  - Has a cost/benefit analysis been conducted on the project comparing rehabilitation vs. new construction? If so, what was the cost/benefit ratio?
  - Will the new facility result in annual energy/maintenance savings? If so, how much?
  - Will this project help preserve historic property eligible for the National Register of Historic Places?
  - If a dam/levee project, what is the downstream loss of life and property damage hazard rating in the event of a failure?
- 3. Mission Critical Water Management Assets (abbreviated as NFHSMCWMA):** Critical water supplies and their attendant components (generators, alarms, raceways, rearing ponds, effluent treatment, etc.) constitute the National Fish Hatchery System's (NFHS) mission critical assets and constitute about 75% of the NFHS's assets. Without these assets in fully functioning condition, the Service cannot fully meet its aquatic resource conservation mission. Executive Order 13514 requires the Service to demonstrate a good faith effort to reduce non-potable water use and minimize losses (especially at fish hatcheries) by identifying the approaches we will undertake to use water more efficiently through application of best management practices

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within our annual Strategic Sustainability Performance Plan. As such, identify SAMMS work orders that meet this requirement with WATERCONS in the Work Category field. Each

Region should include three highest priority projects for Fish and Aquatic Conservation. To strengthen project and ranking categories descriptions, please incorporate the following:

- Is this project necessary to keep a facility open? Is water quality or quantity jeopardized?
- Is the project necessary to improve fish/aquatic species production (are poor raceways conditions impacting fish health, will covers improve fish health/reduce predation)?
- Will the project resolve a regulatory, legislative or judicial action on effluent treatment?
- Will this project benefit an endangered species, threatened species, or species of concern?
- Will this project positively impact climate change adaptation? If so, how?
- Is the facility identified as a need in an approved fishery management/restoration/recovery plan?

**4. Transportation Infrastructure (abbreviated as TRANSINFRA):** This category includes assets needed to support access to Service lands for both management and public use purposes. For example, projects to rehabilitate administrative roads and bridges are included in this category. Rehabilitation of public use roads and parking lots suitable for funding by the Federal Highway Administration's Federal Land Transportation Program may be listed here but the preferred funding source in most cases is likely to be Federal Highway Administration funding (in which case projects would not be listed in this construction needs data call). Water based transportation elements such as major docks or barging facilities that are used purely for management purposes should also be included here. However, if the primary purpose is to provide public access, these types of projects should be in the Visitor Facility Enhancement category. Each Region should include its three highest priority projects for Refuges and its highest priority project for Fish and Aquatic Conservation. To strengthen project and ranking categories descriptions, please incorporate the following:

- Will the new asset improve safety, accessibility, or working conditions?
- Will the new asset allow for better protection of trust resources?
- If a current asset exists, does the current asset exceed its useful life or are there extenuating circumstances such as natural disaster damage necessitating replacement?
- Is the asset identified as a need in an approved management or recovery plan?
- If a dam/levee project, what is the downstream loss of life and property damage hazard rating in the event of a failure?

**5. Energy Efficiency (abbreviated as ENERGYEFF):** This category includes major retrofit projects to conserve energy or potable water. Major energy efficiency projects such as: replacing windows and doors; heating, ventilation, and air conditioning (HVAC) systems; hot water heaters; insulation; reflective (cool) roofing; process energy retrofits such as variable frequency drives on water pumps; individual building meters; and potable water conservation technology should be included in this category. Where it's possible, bundle projects. For example, rather than have several SAMMS work orders for updating windows, heat pumps, and hot water heaters in a quarters, a single combined work order is sufficient. All energy-using buildings are eligible, and all energy conservation measures recommended by energy audits should be identified in work orders. Identify SAMMS work orders for energy efficiency projects with ENERGYEFF in the Work Category field.

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6. **Water Conservation (abbreviated as WATERCONS):** Identify SAMMS work orders for potable water conservation projects with WATERCONS in the Work Category field. Buildings over 5,000 square feet should be considered for renovation, rehabilitation, or replacements because these are subject to performance measurements: 15% of Service buildings over 5,000 square feet are required to meet the Guiding Principles for High Performance Sustainable Buildings. Give priority to implementation of energy conservation measures identified by Energy and Water Evaluations (audits) at Energy Independence and Security Act of 2007 (EISA) covered facilities.<sup>1</sup>
  
  7. **Renewable Energy (abbreviated as ENERGYREN):** This category includes any project that will retrofit current facilities to generate renewable energy. Projects include: installation of solar photovoltaic (PV) power systems; solar hot water systems; conversion of conventional HVAC systems to geothermal (ground source) HVAC systems (GSHP); or installation of wind turbines. Create a SAMMS capital improvement work order for recommended renewable energy technologies for each building or alternatively, create a work order with an organization code in the location field in SAMMS to install renewable energy technologies that serve multiple assets (a shared solar PV array is an example of this kind of project). Identify SAMMS work orders for renewable energy projects with ENERGYREN in the Work Category field. Regions may include as many priority projects as they wish. However, please include the Regional priority for every project. Please ensure that projects proposed as the result of an energy audit are included. Give priority to implementation of energy conservation measures identified by Energy and Water Evaluations (audits) at Energy Independence and Security Act of 2007 (EISA) covered facilities. To strengthen project description and ranking categories descriptions, please incorporate the following:
    - How much renewable energy will be generated annually by this project? This does not need to be calculated. Instead, indicate the size of the renewable energy system, as follows: number of panels x Watts/panel for solar photovoltaic (PV) arrays; number of kilowatts (kW) for wind turbines; number of panels x square feet/panel for solar hot water or solar thermal systems; number of units x number of tons/unit for GSHP systems. If the number and size of panels or units are unknown, provide the total system size in kW or square feet or tons, as appropriate. For other systems not listed here, please consult your Regional Energy Manager. These data will eventually be entered into the Renewable Energy Registry, which is part of the Service's Greenhouse Gas Sustainability Data Report and that method will be used to calculate annual renewable energy generation.
    - What are the estimated annual cost savings for this energy efficiency or water conservation project?
    - Has a compatibility determination been completed to analyze any potential negative impacts to wildlife?
    - Does the Department-mandated Life Cycle Cost Analysis justify this project? Please describe the: a) cost of the project, b) simple payback period, c) estimated energy savings in kWh for an electrical energy efficiency project or in millions of British Thermal Units (BTUs) for a thermal energy efficiency project, or water savings in gallons for a water conservation project (Note: savings are usually determined by an energy audit); and d) if the project will reduce or replace other types of energy, describe the type and amount of energy of saved by implementing this project. Note: (1) energy production by renewable energy projects is described in first bullet under number 6 above, and (2) only the estimated cost of the energy
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or potable water conservation measure(s) and the energy and cost savings are currently required by the U.S. Department of Energy's Federal Energy Management Program for input into its EISA Compliance Tracking System (CTS). Reporting the life cycle costs and savings in the CTS is currently optional.

- 8. Demolition (abbreviated as DEMOLITION):** Demolition is one of the approved methods of disposing of excess or surplus real property. These assets are usually identified during annual or Comprehensive Condition Assessments (CCA). The Service must dispose of surplus real property in the most economical manner consistent with the best interest of the Government. Prior to disposition, a determination must be received from the GSA that there is no longer a Federal need or requirement for the real property. The Certificate of Unserviceable Property, DI 103a, is used to document this determination. To be considered as surplus, assets should have the following attributes:
- Not mission critical for the operation or protection of government property;
  - Not historically or archeologically significant;
  - Not adequate for programmatic function;
  - Not cost effective to keep because of its poor condition; and
  - Not economical to use. To strengthen project and ranking categories descriptions, please incorporate the following:
    - Will the demolition of this asset improve safety, accessibility, or working conditions?
    - Will the site be restored to native habitat once the facility is demolished?
    - Will this project benefit an endangered species, threatened species, or species of concern?
- 9. Facility Enhancements (abbreviated as VISFACENH in SAMMS):** This category includes construction projects to enhance the visitor experience and facilitate getting visitors out onto the land to view wildlife and enjoy nature. Projects with a total estimated cost of less than \$250,000 are discouraged. Work orders for multiple capital improvement projects that individually are less than \$250,000, if they can logically be treated as a single project, can be bundled under a parent work order for "Rehabilitate, repair and replace Visitor Facilities". Each Region should include its five highest priority projects for Refuges and its three highest priority projects for Fish and Aquatic Conservation. To strengthen project and ranking categories descriptions, please incorporate the following:
- Will this facility encourage more wildlife-dependent recreation: hunting, fishing, wildlife observation, photography, interpretation, or environmental education? If yes, what is the estimated annual increase in participation, in numbers of visitors?
  - Will this new or improved asset comply with the draft Outdoor Developed Area guidelines from the Access Board for accessibility? The draft guidelines are available at <http://www.access-board.gov/outdoor/>
  - Are partners providing cash, equipment, labor, or supplies towards the project? Is the funding for this project being used, or could it be used, as a match for non-FWS funding sources such as the Federal Highway Administration's Transportation Alternatives Program.
  - Is the facility identified as a need in an approved management plan such as a Visitor Services Plans?
  - Is the proposed project for or along an asset that is nationally or regionally designated as significant such as a national trail, scenic byway, historic landmark, natural landmark, or national heritage area?