User Guide SM-06: Deferred Maintenance (DM) Work Orders: A Guide for Stations

updated 10-03-2016

Introduction:
Because of the collective deferred maintenance (DM) backlog of the Fish and Wildlife Service, special funds are appropriated from Congress each year for the purpose of reducing the backlog and addressing our most pressing needs. The purpose of this guidance is to explain how deferred maintenance needs are documented and funded, and the obligations associated with the receipt of DM funds.

Contents

1. What does SAMMS have to do with deferred maintenance (DM)? 2

2. How are DM projects created? 2

3. How are DM projects funded? 2

4. What is necessary for a DM project to be funded? 3

5. How is the Facility Maintenance Coordinator (FMC) involved in DM? 3

6. How much money can a station request for a DM project? 3

7. Are there exceptions to the limits on Capital Improvement in order to address energy efficiency? 3

8. What is the DOI score? 4

9. Are there different ways a DM project can be funded? 4

10. How soon must DM funds be obligated and spent? 4

11. What are the reporting requirements for DM projects? 5

12. What if there is leftover DM money after a project is completed? 5

13. About Project Descriptions 5

Appendix A: *Asset Priority Index (API) Scores* 7

Appendix B: *Risk Assessment Score (RAS) Codes and Risk Abatement Timeframes* 9

Appendix C: *Visitor Facility Enhancement (VFE) project eligible assets* 10

Appendix D, *Glossary of Acronyms* 11

For more detailed information on facilities funding, refer to Attachment G of the annual DOI Budget Guidance.

1. What does SAMMS have to do with deferred maintenance (DM)?

The Service Asset Maintenance and Management System (SAMMS) database contains the work orders that form the building blocks of each region's deferred maintenance (DM) budget requests. For a project to be funded, it must be in SAMMS. The regional Asset Management Coordinator (AMC) prepares the DM Five Year Plan from projects contained in SAMMS.

DM projects may also be funded through other sources, such as Visitor Facility Enhancement (VFE) funds, the Federal Land Transportation Program (formerly "Refuge Roads"), or Fire programs. Occasionally, other unplanned fund sources appear, such as the American Reinvestment and Recovery Act (ARRA). All of these fund sources require that projects for consideration have been entered in SAMMS.

Projects submitted for funding must list the cost of annual maintenance for the asset, both in the past year and as projected for the future year (after the project is complete). The past year's cost of annual maintenance is automatically calculated from the costs reported to the station's work orders in Quicktime and FBMS, and is exported back into SAMMS.

2. How are DM projects created?

The Facilities Management Coordinator (FMC), upon conducting a Comprehensive Condition Assessment at the station, documents the deficiencies he or she finds. For each asset inspected, the FMC writes up his or her findings in an Inspection – Condition Assessment (INCA) work order, and calculates the cost for repair. (The same assessment process applies to specialized inspections conducted by subject matter experts in bridges and dams, roads, seismic safety, etc.) If the estimated costs to repair the deficiencies are at least $15,000, the FMC creates a DM follow-up work order to the INCA.

If the station manager decides that the project is a high priority for which the station should pursue funding, he or she provides the regional Asset Management Coordinator (AMC) with a written description for the project that justifies its importance in terms of mission impact, scope of benefits, decrease in future operations costs, and consequences of failure to act. Specifically, the project description should include:

- the importance of the asset to the station's mission,
- how the project is supported in any existing written plans for the station (CCP, Habitat Management, Visitor Services, etc.),
- if any partnerships will be involved in the work, and
- how the project has a positive impact on FWS investment strategies.

The AMC then creates a DMFP parent work order for the project, populates the project scoring fields of the work order with the information provided by the station (refer to item 8, below), and attaches the DMFP parent work order to the DM child created by the FMC. The project is now eligible for inclusion in a DM Five Year Plan.

3. How are DM projects funded?

Each year, Congress is petitioned for Resource Management Appropriations to address the agency's deferred maintenance backlog. The total amount the Fish and Wildlife Service receives for deferred maintenance is divided (according to a formula agreed upon by the Refuge Chiefs) among the 8 regions.

In most regions, Project Leaders are asked to review and prioritize the DMFP work orders at their complexes/stations. Based on their priorities and their updates to project descriptions, the Asset Management Coordinator prepares the DM Five Year Plan. The plan is reviewed and edited by regional refuge management staff before submission to the national office.

In early June, each region submits their DM Five Year Plan. The collective regional plans (and the individual projects they contain) are reviewed by the national office and the Department of Interior. After approval, the consolidated plan is submitted to Congress. (Note: The five years covered in the DM plan do not include the coming fiscal year, rather the five years beyond that. For instance, the DM Five Year Plan submitted in FY 2017 is for 2019 – 2023. The year following the current fiscal year is already before Congress for funding.

4. What is necessary for a DM project to be funded?

For a DM work order to be included in the DM Five Year Plan, it must have planned costs substantiated by a recent Inspection – Condition Assessment (INCA) work order, or a similar specialized inspection work order from an FWS-recognized subject matter expert (such as for bridges, dams, roads, seismic safety, etc.). The work order must also have a project description that describes the scope and benefits of the project. The inspector identifies and validates deficiencies in the physical condition of assets, but it is up to station personnel to convey the importance of the asset to the station's mission, and to describe how a proposed project supports future station plans or partnerships.

As of FY 2014, DOI's DM project scoring criteria requires explicit explanation of the mission criticality of the asset, the benefits of repair (or replacement), the impact of the project on future operating costs, and consequences of a failure to act. See Question 8, "What is the DOI score" and page 5, "About Project Descriptions" for more detail.

Bottom line: Insufficient project justification = no funding.

5. How is the Facility Maintenance Coordinator (FMC) involved in DM?

Because projects in the DM Five Year Plan must be substantiated by the asset's most recent INCA work order, the FMC is essentially vouching for the validity of each project. For this reason, it is important that during a Comprehensive Condition Assessment, station personnel bring to the attention of the FMC any deficiencies they are aware of with their station's real property assets. If an asset experiences failure between Comprehensive Condition Assessments and DM funding will be sought before the next comprehensive assessment, Project Leaders should contact the regional office in order to have the condition of the asset documented on an INND (Inspection, Natural Disaster and Emergency) work order.

6. How much money can a DM project request?

When the need is substantiated by an INCA work order from the FMC, a DM project can request the full current replacement value of the asset, plus 50% for Capital Improvement (CI) alterations or expansions <u>that are well-substantiated and justified</u>. (The AMC must break out the CI portions into separate CIAT (alteration) or CIEP (expansion) work orders… otherwise, the Facility Condition Index (FCI) of the asset will exceed 1, and the project will become ineligible for DM funding.)

Projects below $15,000 for individual assets are ineligible for DM funding. Corrections of asset deficiencies below $15,000 are expected to be funded by the station. Generally, a project must be for $50,000 or more to be included in the DM Five Year Plan. However, a single project can be for multiple assets at station (such as replacing windows in multiple buildings).

7. Are there exceptions to the limits on Capital Improvement in order to address energy efficiency?

In order to encourage energy retrofits and energy efficiency enhancements where appropriate, the 50% Capital Improvement limit does not apply to the portion of a project dedicated to upgrades for energy efficiency. For example, a project to replace currently functional windows with energy efficient upgrades would be considered 100% CI, but could still be funded through the DM Five Year Plan.

8. What is the DOI score?

The DOI score is a standardized method for ranking the relative importance of one Five Year Plan eligible project against another. To view a project's DOI score, click on the "Five Year Plan Info" tab of the DMFP work order in SAMMS. If you scroll to the lower right quadrant of the screen, you will see a section header labeled "DOI Ranking Categories (%)." Beneath that, additional headers identify the four categories: API Info, Scope of Benefits, Investment Strategy, and Consequences.

API stands for "Asset Priority Index," a number that represents the mission criticality of the asset. (See Appendix A for further clarification.) The score for this section is calculated automatically based on the asset's API and FCI ("Facility Condition Index," which is the estimated cost of repairs the asset requires, divided by its current replacement value). However, justification (or rebuttal) in the comments block is recommended. This score is intended to ensure that mission critical assets in poor shape receive higher priority for funding.

Scope of Benefits The score for this section is either 0 (minimal or no demonstrated contribution to FWS goals and objectives), 50 (moderate contribution to goals and objectives is demonstrated), or 100 (major contribution to goals and objectives is demonstrated). Justification for the score must be explained in the comments block.

Investment Strategy refers to the future impact of the project on Operations and Maintenance (O&M) costs, as well as if there are any non-DOI resources involved in funding the project. A score in this section is either -25 (increased O&M, regardless of outside construction or repair funds), 0 (no reduction in O&M, no leveraging of outside funds), 50 (minor reduction in O&M, or moderate leveraging of outside resources), or 100 (measurable savings). An explanation of the assigned score (provided by the station) should be entered in the comment block.

Consequences refers to "Consequences of failure to act." Possible scores for this section are 0 (Failure to complete this project would not have major, measurable, direct impacts on public health and safety, or natural or cultural resources), 50 (major and measurable direct impacts on natural or cultural resources), or 100 (major and measurable direct impacts on employee or public health and safety). Once again, the comment block must contain an explanation from the station to justify the chosen score and describe the impacts.

A project that scores 100 in the consequence section should have a corresponding Risk Assessment Score (RAS) Code. The RAS code indicates the potential severity and likelihood of injury or damage posed by the asset's condition. RAS Codes have strict timelines for the completion of risk mitigation. Stations should be wary about overstating a risk in hopes of garnering funding more quickly – risks must be mitigated by the station according to the time frames correlating to the specified score. (See Appendix B, "Risk Assessment Score Codes and Risk Abatement Timeframes.")

9. Are there different ways a DM project can be funded?

Yes. Public roads and parking lot projects may be funded through the Federal Land Transportation Program (formerly "Refuge Roads"). Specific visitor-related assets may seek funding as Visitor Facility Enhancement projects. Other potential fund sources include Fire, Quarters, or annual and base funds.

10. How soon must DM funds be obligated and spent?

DM funds must be obligated the year the funds are received. Projects should be completed the second year following funding. It would behoove station management to begin preparation with Contracting and Engineering as soon as the year's projects to be funded are announced, rather than waiting for funds to appear to start preparing. Contracting has quite a crunch at the end of the fiscal year, and money left unobligated has, in years past, been snatched.

11. What are the reporting requirements for DM projects?

When labor for DM projects is provided by station personnel, those hours worked are to be reported in Quicktime, citing the work order number that the AMC provides. (The work order will contain the WBS for the project – there is no need to fill in the WBS in Quicktime.) Purchase requests must contain the project's work order number (as provided by the AMC) when the requests are submitted to Contracting. In this way, contractual costs are collected on the appropriate project work order via FBMS as payments are made. Any purchases for DM projects that are made on credit cards should have the charges moved to the FBMS work order provided.

Notify the AMC as soon as a project is complete so that its status may be updated in the database. At the end of each fiscal year, the AMC must report to HQ the status of all projects funded in the past five years. FWS reports the status of each project to DOI. (Was a contract awarded? Has the work begun? Has the project experienced delays? If so, what sort?)

12. What if there is leftover DM money after a project is completed?

If a DM project comes in under budget, the money must be spent on reducing the region's DM backlog. Contact your regional area Refuge Supervisor as soon as you know there will be excess funds. Let him or her know the amount, as well as any other DM priorities for your station. If the money is not needed elsewhere (cost over-runs or emergency needs on other DM projects), it is quite possible that your station will be allowed to keep the funds for the other DM project(s) you have proposed. It is important that the AMC be kept in the loop regarding the expenditure of DM funds. The AMC will need to annotate the original DM work order in SAMMS, so that a clean audit trail is maintained. If funds are spent on other than the original project, new work orders and WBSes will be required, and the AMC will need to request these through the BFO.

The Refuge Supervisor must approve spending DM funds on any project other than the one for which funds were received. DM funds are appropriated from Congress for the express purpose of reducing the DM backlog. Any other unauthorized use of DM funds is misappropriation.

13. About Project Descriptions

The Department of Interior reviews all project descriptions prior to approval for funding. It is necessary to communicate clearly and respond accurately to their project justification requirements. For this reason, it is especially important for refuge managers and project leaders to review the descriptions of their projects during the annual data call re: project prioritization.
A good project description describes the scope of the project as well as how funding the project will benefit the refuge or resource. Why is this project important to the mission? What purpose will it serve? Which species or group of people will the project impact?
Condition assessments result in the documentation of the deficiencies of an asset, *but condition assessments don't describe how the asset is important to the mission of the refuge*. Nor do they result in a particularly compelling argument as to why repair of the asset should be funded.
It is important that refuge managers review and supplement project descriptions that result from condition assessments.

Here are examples of good DM project descriptions:

> <u>Replace Hamilton Tract irrigation pumping station.</u> The project would replace an electric turbine pump at the Hamilton Tract by constructing a solar array and installing a solar pump designed to operate together to optimize efficiency and reduce costs to the refuge while maintaining critical migratory bird habitat. Not completing this project will result in the refuge continuing to incur high electrical costs in order to manage habitat. With budgets declining, such high costs have the potential to curtail pumping and result in a loss of migratory bird habitat.
> **(Asset Priority Index)** This pump enables the Service to supplement water to a unit with limited water rights and provide water in drought years. This project will replace an electric turbine pump at the Hamilton Tract that is beyond its useful life with a solar array and solar pump that are designed to operate together to optimize efficiency.

(Scope of Benefits) The project achieves DOI Strategic Plan goals in Mission Area 2: Sustainably Manage Energy, Water and Natural Resources. This project also helps the Service meet goals in DOI Strategic Plan Mission Area 1, Goal 1: Protect America's Landscapes, and Goal 3: Provide Recreation and Visitor Experience.
(Investment Strategy) This project will reduce O&M costs by making the pump station more energy efficient.
(Consequences) Failure to complete this project will have a negative effect on our capability to provide a reliable water supply to 283 acres of wetlands.

Another Example of a Good Project Description:

Rehabilitate Tract 13 Canal. The canal provides water delivery to about 1,000 acres that provide habitat for migratory birds and threatened and endangered (T&E) species. The integrity of the canal's banks has deteriorated and risks failure. This project will rebuild and reshape 1.0 miles along the 30-foot wide south canal bank on the Tract 13 Canal on Colusa NWR, enabling continued use of a critical water delivery canal and maintain reliable water deliveries to approximately 25 percent of the refuge's wetlands. These wetlands are used by about 20,000 migratory ducks and geese daily from October through February.
(Asset Priority Index) The canal provides critical water delivery to about 1,000 acres of habitat for migratory birds and T&E species, approximately 25 percent of the refuge's wetlands.
(Scope of Benefits) This project has been identified in the refuge's Habitat Management Plan and will benefit migratory birds and threatened species.
(Investment Strategy) This project will not reduce O&M costs and there are no matching partners.
(Consequences) Failure to repair the canal risks dangerous flooding the neighboring private properties and county highway, as well as the destruction of critical refuge habitat.

Appendix A

Asset Priority Index

Each asset on the Fish and Wildlife Service's real property inventory is assigned a score that indicates that asset's importance. This Asset Priority Index (API) score is a number between zero and 100. Eighty percent of the score is determined by the mission criticality ("Mission Dependency") of the asset; 20% of the score is determined by whether or not (and if so, how easily) the asset could be replaced by another asset that could perform the same function ("Substitutability").

Station managers provide the score for each new asset when requesting that the asset be added to the Real Property Inventory. As part of the annual review of their real property inventory, station managers verify the API score of each asset. **Assets with an API of zero are expected to have a plan for disposal.**

What are the options to indicate an asset's "Substitutability"?
There are three categories of substitutability:

- No substitute (20 points)
- High Impact - alternatives exist, but their comparable negative impact is high (10 points)
- Low/No impact (0 points)

What are the categories under "Mission Dependency"?
There are five options under Mission Dependency:

- Mission Critical (80 points)
- Mission Dependent, Not Critical – High (60 points)
- Mission Dependent, Not Critical – Medium (45 points)
- Mission Dependent, Not Critical – Low (30 points)
- Not Mission Dependent (0 points)

When should an asset be considered "Mission Critical"?
An asset is mission critical when, without the asset, the mission is compromised. The criteria are:

- Asset directly supports or delivers a program that is referenced in CCP, other management plans, or enabling legislation;
- Asset is required to meet the field station's mission an, is currently in use as frequently as required (or would be used if functioning correctly), and is necessary to create or maintain wildlife or their habitats;
- AND one of the following requirements is met:
  - Asset directly contributes to the field station's ability to preserve natural resource processes, systems, and values in an unimpaired condition through maintenance, restoration, and protection of their inherent integrity
  - Asset has been granted or is necessary to preserve or utilize a senior or priority water right
  - Asset directly creates habitat by impounding water
  - Asset directly allows or facilitates water management or manipulation
  - Asset directly facilitates delivery of water to habitat
  - Asset directly protects habitat, animals, populations, or plants from damage, destruction, or disturbance
  - Asset directly facilitates active management of vegetation community
  - Asset directly facilitates population movement or migration
  - Asset directly prevents undesirable animal or plant immigration
  - The asset directly contributes to captive propagations of fish or wildlife intended for population increase or stabilization

When should an asset be considered "Mission Dependent, Not Critical—High"?
Assets in this category are necessary to create or maintain wildlife or their habitats, but may be used only sporadically. Assets in this category may also indirectly support natural resource protection, programs or visitor use. Other examples of assets in this category are:

Examples of "Mission Dependent, Not Critical—High":

- Asset limits the impact of visitor use on a natural resource where the threats from visitor use can degrade a unique, endangered, or rare asset, and the restoration and recovery efforts are extensive or impossible
- Asset provides visitor understanding of regulations that protect unique, endangered, or rare natural resources or cultural assets
- Asset protects sensitive habitat from disturbance, damage, degradation
- Asset provides direct access for critical Refuge or Hatchery Management activities or mission critical assets
- Asset provides power to mission critical assets
- Asset protects habitat for threatened or endangered species

When should an asset be considered "Mission Dependent, Not Critical—Medium"?
An asset is considered mission dependent, not critical -- medium when:

- Asset indirectly supports natural resource protection programs at the field station
- Asset that directly facilitates "Big Six" priority public uses of hunting, fishing, wildlife observation, environmental education, interpretation, and photography
- Asset directly and frequently support ongoing interpretation or environmental education programs
- Asset that protects habitat for species that are not threatened or endangered
- Assets that provide access to primary areas used for Big Six priority public uses
- Asset directly supports safety, security, and emergency response
- Asset supports the employees' ability to perform critical field station operations
- Asset is listed as a National Historic Landmark or is listed on the National Register of Historic Places

When should an asset be considered "Mission Dependent, Not Critical—Low"?
An asset falls into this category when:

- Asset provides for operational support of programs
- Asset contributes to visitor accessibility, understanding and enjoyment
- Asset creates a positive FWS experience for the visitor that includes education and recreation. Note: The visitor use and/or experience must be asset-dependent (i.e., asset is essential to defining experience through FWS services) and meet the following criteria:

    - Asset is located in a natural and/or cultural area with many people, where visitor can see, smell and/or touch the field station's resources
    - Asset is part of infrastructure that supports the visitors' experience and enjoyment in developed, or visitor use areas
    - Assets in any part of the field station that support non Big Six visitor functions
    - Road assets that provide access to areas used for non "Big Six" priority public uses
    - Road assets that provide access to assets that are not mission critical
    - Assets that provide power to assets which are not considered mission critical
    - Asset indirectly supports the day-to-day operations of the field station, field station management, contracts, or agreements
    - Asset supports the employees' ability to perform routine field station operations

When should an asset be considered "Not Mission Dependent"?
An asset is not mission dependent when, in the absence of asset, the mission is unaffected. Examples are:

- Asset that has very little or no direct or indirect relationship to natural resource preservation
- Asset has no effect on the Service's mission
- Asset that does not work as designed and is unnecessary for field station mission
- Assets that are not required and play only a minor role in field station operations.

Appendix B

Risk Assessment Score (RAS) Codes

RAS codes are based on a numeric scale 1 - 5, with 1 being the most critical and requiring immediate response. Two elements determine the score. The first is probability (indicated by a letter scale A – D in the table below, "A" being frequent/continuous and "D" being rarely); the second is severity (indicated by Roman numerals in the table below, "I" being a catastrophic danger to life, property, or resources, and "IV" indicating a minor risk to health and safety, property, or resources).

1 (Critical) represents an immediate danger to life, health, infrastructure, or resources and requires immediate emergency correction that at least reduces the hazard to a lower level of risk.

2 (Serious) represents a high level of threat to life, health, infrastructure, or resources and requires that, at the least, the hazard is corrected to a lower level of risk within 15 days (preferably sooner).

3 (Moderate) represents a medium level risk to life, health, infrastructure, or resources, and requires that correction is completed within 12 months, or, at the least, the hazard brought to a lower level of risk.

4 (Minor) represents a low level risk. Correction is to be completed within two years.

5 (Negligible) is the lowest level risk. The correction of these risks can be planned in the out-years, but do require incorporation in the Five Year Plan.

Probability Code / Severity Code	**Frequent (A)** Immediate danger to health and safety of the public, staff, or property and resources; occurs frequently or continuously.	**Likely (B)** Probably will occur in time if not corrected, or probably will occur one or more times during the life of the system.	**Occasional (C)** Possible to occur in time if not corrected.	**Rarely (D)** Unlikely to occur; may assume exposure will not occur.
Catastrophic (I) Imminent and immediate danger of death or permanent disability, chronic or irreversible illness, major property or resource damage.	RAS 1	RAS 1	RAS 2	RAS 3
Critical (II) Permanent partial disability, temporary total disability greater than 3 months, significant property or resource damage.	RAS 1	RAS 2	RAS 3	RAS 4
Significant (III) Hospitalized minor injury, reversible illness, period of disability of 3 months or less, loss or restricted workday accident, compensable injury or illness, minor property or resource damage.	RAS 2	RAS 3	RAS 4	RAS 5
Minor (IV) First aid or minor medical treatment. Presents minimal threat to human safety and health, property, or resources, but is still in violation of a standard.	RAS 3	RAS 4	RAS 5	RAS 5

RAS Code	Initial Abatement Timeframe
1	As soon as possible within that work shift.
2	As soon as possible, but no later than 15 calendar days.
3	Within 12 months.
4	Within one budget cycle (no longer than 2 years).
5	Incorporate abatement into the five-year plan.

Appendix C

Assets Eligible for Refuge Visitor Facility Enhancement (VFE) Funding

All real property assets have a Department of Interior (DOI) Asset Code.
Only the assets listed below are eligible for VFE Projects.

Asset Type	DOI Asset Code
Bldg Lighthouse (Historical)	35730100
Bldg Comfort Station	35802200
Bldg Fortification (Historical)	35800500
Bldg cabin	35300500
Pier (Public use)	40130100
Parking Lot (public use, *not eligible for roads program*)	40660100
Road paved (public use, *not eligible for roads program*)	40760110
Road gravel (public use, *not eligible for roads program*)	40760121
Road dirt (public use, *not eligible for roads program*)	40760122
Monuments	40780300
Outdoor sculptures	40780100
Ruins (Historical)	40780200
Swimming Area	40750200
Beaches	40750300
Boardwalks	40801140
Bleacher Outside	40801200
Boat Launch (Public use)	40130500
Campgrounds	40801800
Docks Floating (Public use)	40130300
Docks Stationary (Public use)	40130200
Signs (Interpretive or informational)	40800900
Kiosk	40801500
Observation Decks Platforms Tower (Public use)	40801600
Mobile home pad	40801400
Picnic Area	40801900
Trail Bridges (Public use)	40760240
Trail Tunnels (Public use)	40760320
Trails Paved (Public use)	40801110
Trails Unpaved (Public use)	40801120
Trail River (Public use)	40801130

In order to be selected for VFE funding, a project must:

- be for the construction, rehabilitation, or improvement of one of the above assets;
- have a work order created in SAMMS for the project;
- have a “long description” of the scope and benefits of the project in the work order;
- contain in the work order an estimate for the cost of the project.

Appendix D

Glossary of Acronyms

AMC: "Asset Management Coordinator" is a regional office position associated with Deferred Maintenance.

API: "Asset Priority Index" is a number from 0 to 100 assigned to each asset by the refuge manager. The API indicates (1) how important an asset is to the refuge's mission, and (2) if some other asset could replace it. An asset with an API of 100 is mission critical and irreplaceable. An asset with an API of zero has no mission value whatsoever. The API of each asset is integrated into the score DOI assigns to each project, to ensure that funding is focused on assets of importance. Projects requesting repair or replacement of assets with an API of zero are disallowed. Acceptable projects for zero API assets are demolition and/or removal.

CI: "Capital Improvement" – in SAMMS-speak, this is any portion of a project that is not deferred maintenance. These costs must be broken out on a separate work order. Only DM costs count when calculating an asset's FCI. (Note: "Capital Improvement" does not have the same meaning here as it does when the Finance Division refers to capitalizing major improvement costs for depreciation over time.)

CRV: "Current Replacement Value" of an asset. The CRV is what it would cost the FWS to hire a contractor to replace the asset… not what it would cost to replace it with our own labor and equipment. The sum of planned costs of all DM work orders for an asset is not allowed to exceed the asset's CRV.

DM: "Deferred Maintenance" is corrective or recurring maintenance, component renewal, or demolition which was not accomplished in the year the need was reported or scheduled.

DMFP: "Deferred Maintenance – Five Year Plan" is a type of work order that indicates that the project is eligible to be considered for inclusion in the DM Five Year Plan. DMFP work orders contain the project's description, DOI score, and priority ranking assigned by the Complex.

DOI score: A number, applied by a formula developed by the Department of Interior, that is assigned to a work order for the purpose of rating its relative importance against other projects. See item 8 of this guidance.

FCI: "Facility Condition Index" is a number representing the condition of an asset. The number is obtained by dividing the cumulative total of planned deferred maintenance costs for a particular asset by the replacement value of the asset. An FCI of 1 means that the amount of deferred maintenance is equal to the replacement value of the asset; the asset is in terrible condition. An FCI of 0 indicates an asset in great shape – it has no deferred maintenance. The amount of deferred maintenance for an asset is not allowed to exceed its replacement value (that is, it cannot have an FCI greater than 1.0).

FMC: "Facilities Management Coordinator" is a regional position responsible for conducting Comprehensive Condition Assessments of Real Property Inventory assets, calculating the current replacement value of those assets, and preparing deficiency cost estimates.

INCA: "Inspection – Condition Assessment" work order is created by the FMC after his or her inspection of an asset, documenting the condition of the asset. An INCA work order is required to substantiate the need for a DM work order.

RPI: "Real Property Inventory" – the official list of the fixed (non-mobile) assets at a station. Only RPI assets are eligible for DM funds.

SAMMS: The "Service Asset Maintenance and Management System" is a Maximo database designed to track the costs (both planned and actual) associated with owning and maintaining (including constructing and demolishing) the RPI assets of the Fish & Wildlife Service. All DOI agencies are required to use Maximo.

VFE: "Visitor Facility Enhancements" are projects for the construction or repair of certain types of assets that encourage and support outdoor, wildlife-related recreation. VFE funds can come from two sources: Visitor Services (1263) and Engineering Construction (2821). The amount from each source can fluctuate greatly from year to year. Project Leaders may seek VFE funding for DM repair or replacement of eligible assets. Refer to Appendix C for a list of VFE-eligible assets.