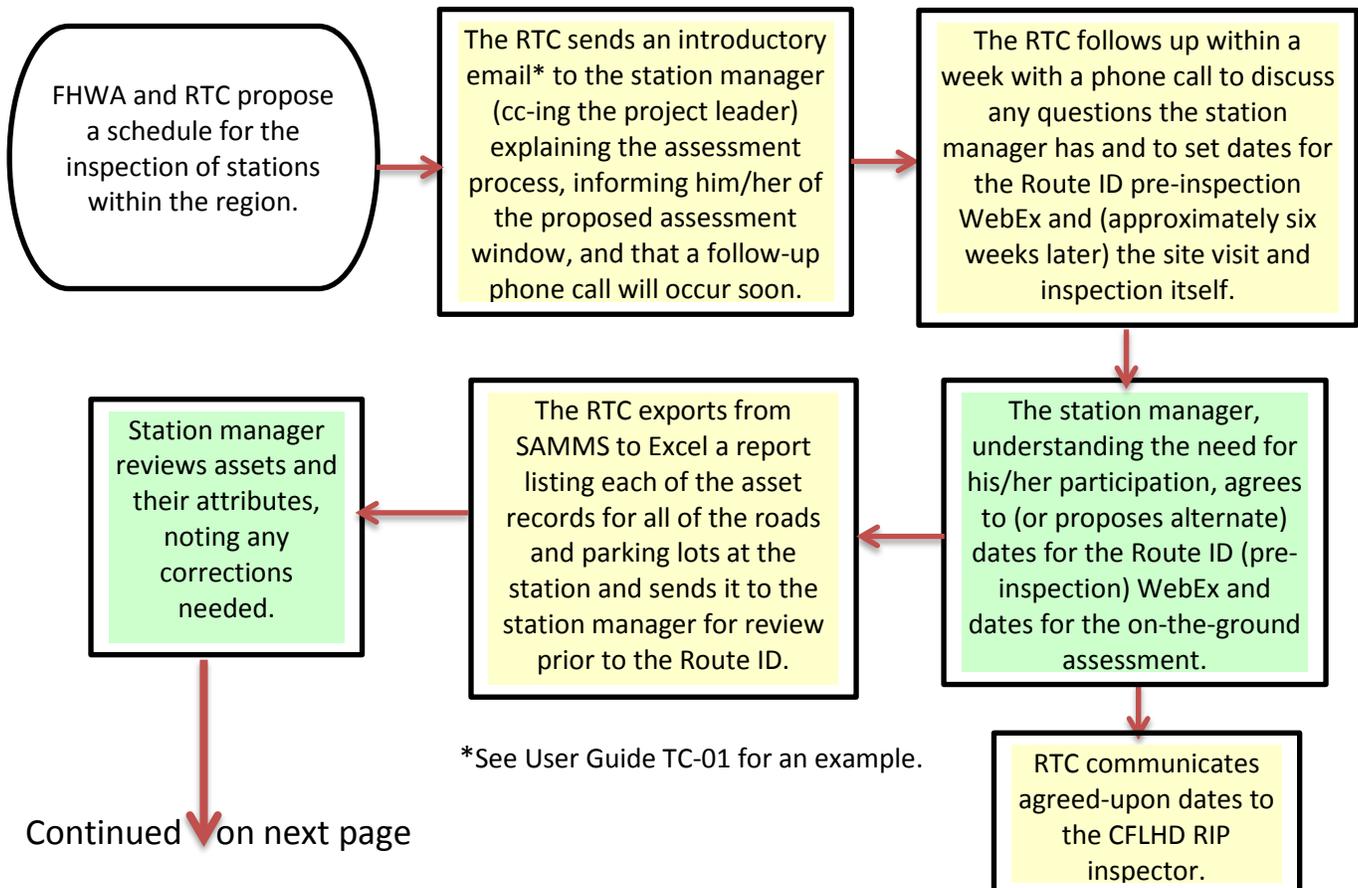


User Guide TC-02: Assessment of Public Roads by FHWA

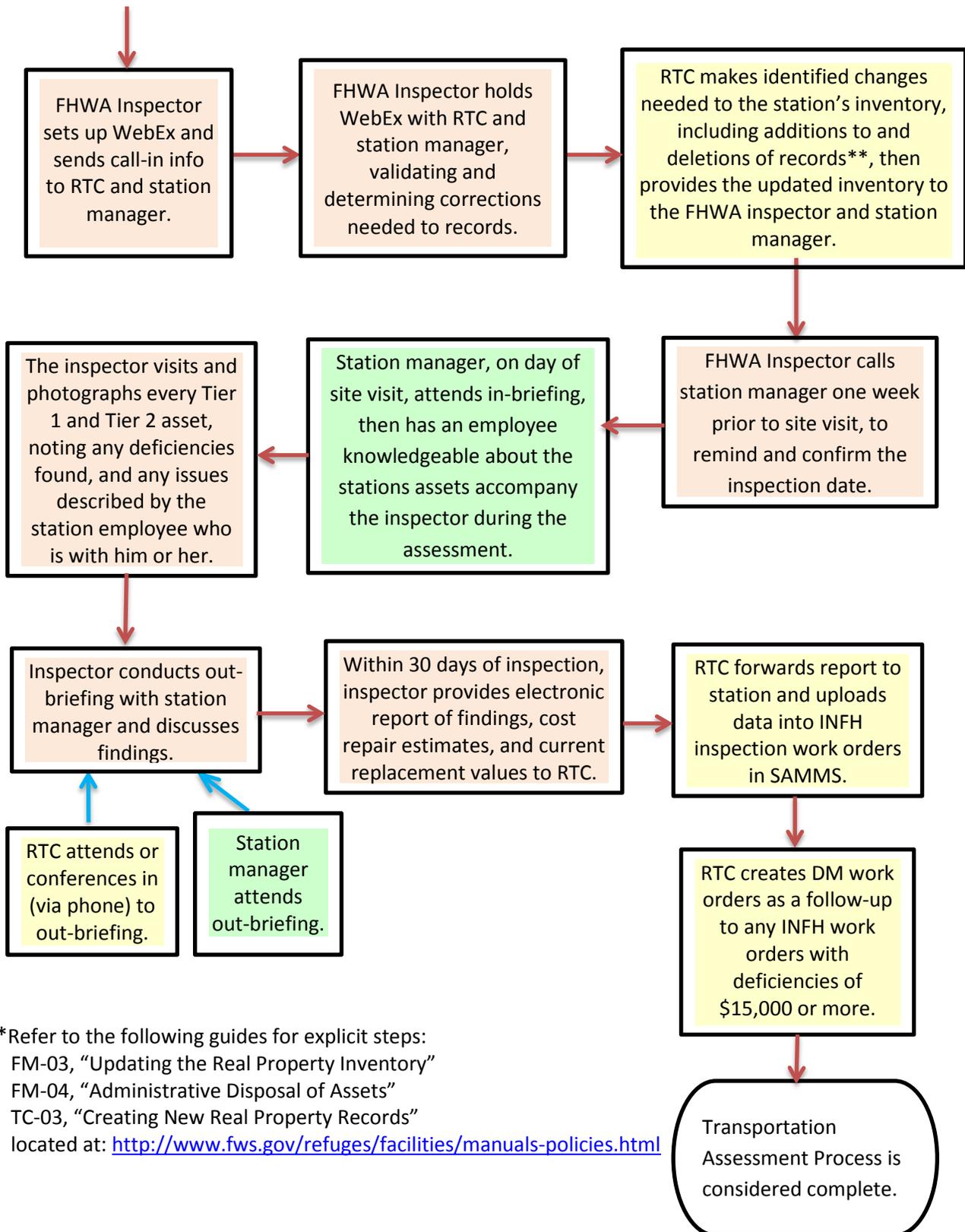
Background: FWS has a contract agreement with the Federal Highway Administration (FHWA), Central Federal Lands Highway Division (CFLHD) for the assessment of deficiencies in public roads and parking lots that are owned and/or managed by FWS. As part of this contract, staff members from CFLHD work with FWS Regional Transportation Coordinators (RTCs) and individual station managers to review each station's inventory and obtain accurate real property records. (This pre-inspection review is referred to as the "Route ID" process, or "RIP") and is discussed in detail in User Guide TC-01, "Road Inventory Pre-Inspections.") RTCs are responsible for ensuring that the road inventory is updated in SAMMS and the Financial Business Management System (FBMS) and providing the updated inventory to the FHWA inspectors before the station's site visit.

Overview: FHWA inspectors, accompanied by a knowledgeable station employee, conduct a site visit to evaluate the condition of a station's roads and parking lots. FHWA then provides the information collected, including costs for the repair of deficiencies found, to the RTC in a format that will upload into the Maximo facilities database known as the Service Maintenance and Management System (SAMMS). RTCs ensure that condition evaluation data is uploaded into SAMMS work orders, and that any necessary deferred maintenance (DM) work orders are created from the information provided. It is from these DM work orders (as well as any for public-use transportation asset construction) that the regional Five Year Transportation Plans are constructed.

The following flow chart illustrates the events in this process. Colored boxes refer to actions or responsibilities of the RTC, the station manager, and the FHWA CFLHD RIP inspector.



Continued from previous page



**Refer to the following guides for explicit steps:
FM-03, "Updating the Real Property Inventory"
FM-04, "Administrative Disposal of Assets"
TC-03, "Creating New Real Property Records"
located at: <http://www.fws.gov/refuges/facilities/manuals-policies.html>