User Guide TC-05: Creating Work Orders for Transportation Projects

I. Overview

A. **Work order categories.** In the Transportation Five Year Plan (FYP) there are two categories of projects: Deferred Maintenance (DM) and Capital Improvement (CI). (The latter refers to any new construction, whether or not the asset constructed will meet the $100,000 threshold for financial capitalization and depreciation.)

1. **CI work orders** are sometimes referred to as "wish list" items. Any new asset a station desires, or any improvement or expansion of an existing asset, can be written up as a project on a CI work order, limited only by the dreams of the station manager; ask and, someday, thou just might receive. (Seriously, although there is very little dedicated funding for CI projects, special "colors" of money do appear from time-to-time, often with little notice. When dream projects are already well-described in a CIFP work orders and properly categorized with identifiers for potential fund sources and project type, managers can perform a simple search of the database at the drop of a hat and pull up projects that fit the funding opportunity.) There is no limit to the amount of funding a CI project can request.

2. **DM work orders** are based on the actual, observed condition of an asset, as documented in an inspection (IN) work order during an assessment conducted by a FWS-recognized inspector for that purpose. In other words, you can't make up DM. There was an inspection, the deficiencies in the asset were documented in an IN work order, and, as a follow-up to that IN work order, a DM work order was created. Furthermore, DM work orders are limited to the costs of repairs, or the replacement of the current asset as-is (when warranted). In no instance may the amount of a DM work order exceed the current replacement value of the asset. (However, a DM parent work order may have both DM and CI child work orders, if both repair and improvement will be addressed.)

B. **Management of Transportation Five Year Plan projects**. There are two ways that Transportation FYP projects are managed:

1. The Federal Highways Administration (FHWA) retains control of the project and its funds (with no money transferred to FWS, only the finished product), and

2. Funds are transferred from the office of Federal Land Highways (FLH) to FWS, where either the Regional Engineering Division or the station manages the project.

Projects in the first category generally require sophisticated engineering and diligent project management of contractors. Because the contracts are administered by FLH (FWS program funds stay with FLH, and are not transferred to FWS), such projects only require a work order to be created in the Service Asset Maintenance Management System (SAMMS).

Projects in the second category, because Transportation program funds for the projects *are* transferred from FLH to FWS and those funds reside in the Financial Business Management System (FBMS), such projects require work orders to be created in both SAMMS and FBMS.

II. The Work Order Creation Process

A. It all starts in SAMMS. To create a work order in SAMMS, you must have access to the database. Talk to your supervisor if you do not. Refer to Attachment 2, Creating New Work Orders. If the project will be completed by FHWA, you will need a parent work order for every year of the Five Year Plan in which phases of the project appear.

B. If the work will be done in-house, and the project managed by FWS, you will also need to create a work order in FBMS. To do so, mark the "FBMS relevant" field on the work order in SAMMS. When the SAMMS work order is approved, it will export to FMBS. The FBMS work order will have the same work order numbers as its SAMMS progenitors, only prefixed with an "F".

1. Before a work order can be released in FBMS, it requires a project-specific fund label known as a WBS. To acquire a WBS, the coordinator must submit a completed "ABZON" form through his or her regional Budget and Finance Office (BFO). (Refer to RP-01, "Real Property Work Order and Asset Shell Request Form Instructions" at https://inside.fws.gov/index.cfm/go/post/FBMS-BP_RP? .)

2. After review, the BFO sends the form on to the Denver Service Center. If any new assets will result from a construction project, the coordinator should request new asset numbers on the ABZON form at the same time.

3. Once Denver has created the WBS (and asset number, if requested) they will notify the BFO and RTC. The RTC then uses the WBS and asset number to create a work order for the project in FBMS. The station (and Engineering, if they are involved) will charge time, travel, and materials to the FBMS work order as part of the construction costs for the asset, so be sure to provide them with the work order number.

4. Refer to Attachment 1 for suggested naming conventions regarding FBMS work orders. For details on FBMS work order creation, refer to RP-04, "Real Property Work Order Creation for Deferred Maintenance and Construction Projects" at https://inside.fws.gov/index.cfm/go/post/FBMS-BP_RP?

Recommended Naming Conventions for FBMS 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.

So, whatever naming convention you use, think about how it will appear in QuickTime if an FWS employee is looking for it. Even for your own future reference, it is helpful to put the most important info right up front: region, station, program, project, year.

Here are examples of more station-friendly naming convention for project work orders:
R8 SND 8551 Graveling Roads FY16 (For maintenance personnel's labor hours at San Diego NWR)
EN MDC 8551 Bridge Work FY16 (For Engineering-contracted bridge work at Modoc)

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. However, you might want to consider using the identifying portion of the project's WBS.

Abbreviated SAMMS User Instructions: Creating New Transportation Work Orders

Intro/Background

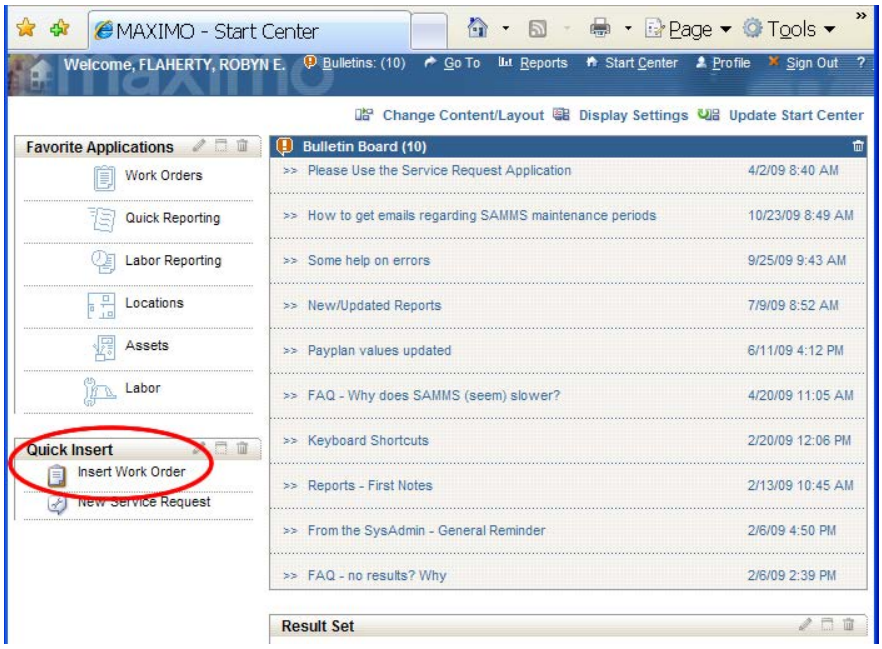
Some types of work orders are “locked” from station creation or editing; SAMMS Business Rules prevent station personnel from creating or changing Deferred Maintenance (DM) or Capital Improvement (CI) work orders. DM work orders must be created from existing inspection work orders that cite deficiencies observed by the inspector. New construction projects can be based on desire only.

The replacement value of assets is updated annually, database-wide, based on inflation. The estimated project cost for a DM work order is not allowed to exceed the replacement cost of the asset. More precisely, *the collective value of all DM work orders in the SAMMS that are waiting* approval (WAPPR status) *for an individual asset* cannot exceed the value of the asset. (i.e., You can’t ask for more money to repair an asset than that asset is worth.)

Each station’s top priority projects should reflect their relative priority in the “station rank” field of the work order, and should be updated annually. Regional Offices and Headquarters use this information directly from SAMMS to determine priorities when unanticipated funds (and anticipated funds) become available.

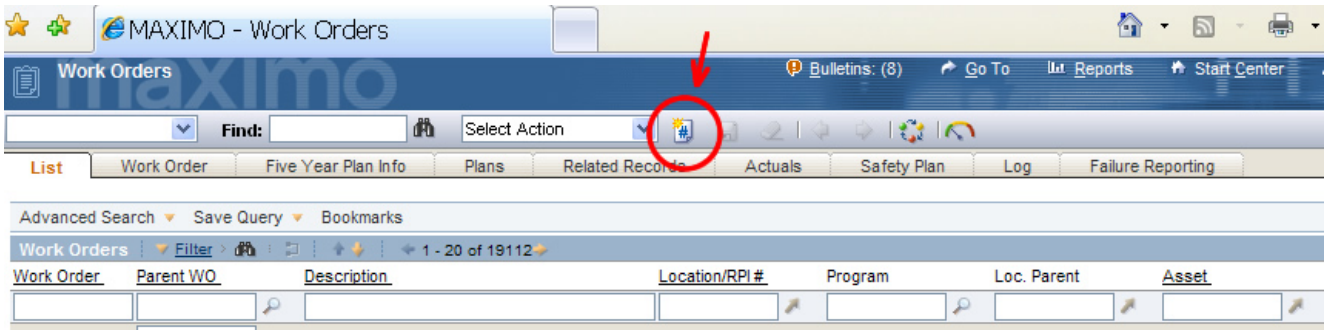
How to

There is more than one way to create a new work order. From the Start Center welcome screen, under the “Quick Insert” menu, you can click on “Insert Work Order”:

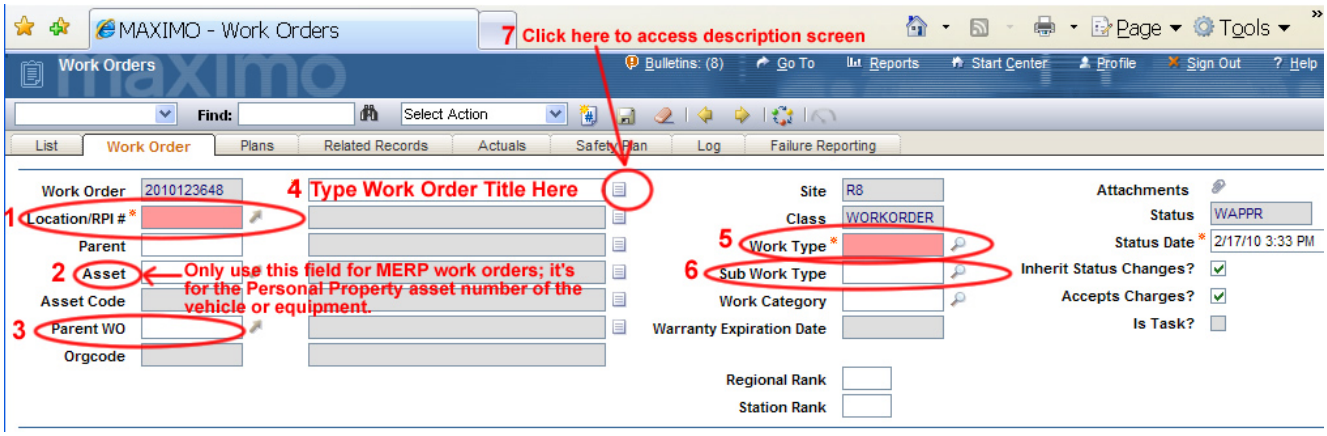


Abbreviated SAMMS User Instructions: Creating New Transportation Work Orders

Another way to create a work order is from the Work Order application. Click on , the "New Work Order" icon, to the right of the "Select Action drop down menu:



Either method has the same result: a new work order will appear. (The work order number is automatically generated by the database in sequential order. The work order number before and after it could be anywhere in the country. The first four digits of the work order will reflect the year.) Depending on the type of work order you are creating, complete the following fields:



(1) If you are creating a work order for a specific real property asset, enter the asset number in the field labeled "Location/RPI#". If you are creating a work order for a project that will construct a new asset, or an IN work order for a station inspection, enter the org code number of the station where the construction or inspection will occur.

(2) Only use the field labeled "Asset" for MERP (mobile equipment replacement) work orders – in this case, "asset" refers to the Personal Property Asset number.

(3) If you are creating a child work order, enter the parent work order number in the field labeled "Parent WO."

(4) Enter the work order title. For example: "Repair Main Entrance Road SAC", "Construct Entrance Turn Lanes PHR", "HEQ – Replace Tier 0 1995 Case 590 backhoe KRN", "SEQ – Replace Roller Attachment RBL", or "FHWA Condition Assessment TUL".

(5) Enter the appropriate work type: DM, CI, ME, or IN. (For definitions, see the next page.)

(6) <u>Enter a subwork type that corresponds to the work type you entered above</u>: DMRH, DMRP, DMEG, CINC, CIAT, CIEG,MERH, MERP, INFH. (For definitions, see the next page.)

(7) Click on the icon at the end of the title field to access the "long description" field.

Abbreviated SAMMS User Instructions: Creating New Transportation Work Orders

Regarding the project description:

If a project is worth having, it's worth having a compelling description. Even if it's a work order to replace a piece of equipment, if it's important that you have it replaced, write a justification… brief but compelling. Why is it important to the mission? What purpose will it serve? How much will it (be "it" equipment, a boardwalk, road, or a trail) be used, and by whom?

For work orders describing construction projects, it is important that you provide measurements (length and width of boardwalks, bridges, trails, docks, etc.) and describe materials needed for construction. The people reviewing projects for funding are primarily engineers. A biological history of the station where construction is proposed will not provide them with the information they need to determine if your project can be constructed within the proposed cost. How the proposed project supports the mission of the refuge is important justification and should not be omitted, but it is not in and of itself sufficient.

Lastly, a word of warning on time spent in the long description field: SAMMS does not perceive typing in this field as "active" time. If you spend too long thinking or typing (or you get interrupted) you will be timed out (booted from the database), and everything since your last save on the work order will be lost. So, for work orders that require thoughtful or detailed descriptions, it's a good idea to do your typing in Word, then copy and paste to the long description field when you are done.

For definition/reference purposes, here are the more common subwork types:

CIAT	Capital Improvement -- Alteration
CIEG	Capital Improvement – Engineering Services (required for certain asset types)
CIEP	Capital Improvement – Expansion
CIFP	Capital Improvement (Parent Work Order) Five-Year Plan eligible
CINC	Capital Improvement – New Construction
DMDE	Deferred Maintenance -- Demolition
DMEG	Deferred Maintenance – Engineering Services (required for certain asset types)
DMFP	Deferred Maintenance (Parent Work Order) Five-Year Plan eligible
DMRH	Deferred Maintenance – Rehabilitation
DMRP	Deferred Maintenance – Replacement
FMCM	Facilities Maintenance – Corrective Maintenance
FMCR	Facilities Maintenance – Component Renewal (will be an issue in the future)
FMDM	Facilities Maintenance – Demolition
FMPM	Facilities Maintenance – Preventive Maintenance
FOAM	Facility Operation – Annual Utility Costs
FOCU	Facility Operation – Custodial
INAC	Inspection – Annual Condition Assessment (performed by each station)
INCA	Inspection – Comprehensive Condition Assessment (done by the FMC)
MERP	Mobile Equipment - Replacement