In Reply Refer to:
9210 (OR-934) P

February 23, 2004

EMS TRANSMISSION 04/03/2004
Information Bulletin No. OR-2004-077

To: All District Managers

From: Chief, Branch of Fire and Aviation Management

Subject: Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – FY 2006-2010

DD: 03/22/2004

Attached are several documents covering the Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years 2006-2010. Please review the information and revise and update as necessary. Your efforts should focus on: 1) Reviewing and revising, if necessary, the Project Data Sheets (PDS) on the FY 2005-2009 plan; 2) Revising PDS forms previously submitted that do not show on the FY 2005-2009 plan; and, 3) Creating new PDS forms for projects that have not been previously submitted. Any changes to the existing plan must be received in this office by March 22, 2004, in order to meet the required timeframes.

For questions or assistance regarding this request, please call Jim Furlong at 503-808-6518.

Districts with Unions are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Leo R. Sidebotham

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)
1 – Instruction Memorandum No. OF&A 2004-007 (7 pp)

BLM Distribution
WO (FA-100) - 1
In Reply Refer To:
9100/9210 (FA-300) P

EMS Transmission 02/05/04
Instruction Memorandum No. OF&A 2004-007
Expires: 09/30/05

To: State Directors
From: Director, Office of Fire and Aviation

Subject: Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years 2006-2010

Program Area: Engineering/Fire Management.

Purpose: Provide direction and procedures for updating the Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years (FY) 2006-2010.

Background: Your assistance is needed to develop the Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – FY 2006-2010. This requires reviewing and revising, if necessary, the Project Data Sheet (PDS) on the FY 2005-2009 plan, revising PDS forms previously submitted that do not show on the FY 2005-2009 plan, and creating new PDSs for projects that were not submitted. Due to budgetary constraints, new and revised PDSs for projects not on the FY 2005-2009 plan will only be accepted if they have a ranking score over 650.


To meet the expected deadlines, however, the Bureau of Land Management (BLM) needs to begin the process of updating its Five Year Plan before the FY 2006 Budget Request Formulation Guidance and Attachment G are issued. The Department of the Interior anticipates no significant changes to Attachment G. Therefore, BLM will follow last year’s guidance until the FY 2006 budget guidance and Attachment G become available.


Policy/Action:

1. Field offices should begin preparing data and project summary sheets for new or revised deferred maintenance or capital improvement projects as soon as possible.
2. You may propose deferred maintenance or capital improvement projects as long as the projects meet the established criteria in Attachment G and are in your approved Fire Management Activity Plan.
3. State and field office engineers should assist in formulating your projects and gather information for the data sheet fields. The project data sheet template is found in Attachment #1 to this IM.
4. When developing projects and preparing data sheets, field offices should consider strategies that maximize obligations in the funding year, minimize carryover, and complete projects in a timely manner. One strategy is to phase projects over two or more funding years.
5. Projects should incorporate accessibility, energy efficiency/conservation, security, and seismic design whenever applicable.
7. PDSs concerning any component of a fire station not meeting any other ranking criteria will be ranked in the Critical Resource Protection category instead of Critical Mission.
8. Capital Asset Plan (Exhibit 300) are now required for any project valued at two million dollars or more. (Due date: April 5, 2004)
   a. Nevada – Battle Mountain Airtanker Base
      - FY 2006 funding – $2,035,000
      - FY 2007 funding - $1,420,000
9. Field Offices should also quantify any significant impacts the completed project will have on operations and annual maintenance budgets. Operations and maintenance (O&M) costs are likely to be significant for major capital improvements such as office expansions or new fire stations. They can be quantified by estimating the additional O&M resources that will be needed to properly operate and maintain the facility.

The Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – FY 2005-2009 as approved by the Department of the Interior is attached (Attachment #2). Some projects received by the Office of Fire and Aviation (OF&A) were not included due to budgetary constraints, but will be considered in the FY 2006-2010 update if resubmitted. All revised PDSs funded on the current FY 2005-2009 plan and new projects with a score over 650 submitted by May 3, 2004 will be evaluated for inclusion in the FY 2006-2010 plan.

A task group consisting of the OF&A fire facilities lead, two state fire facilities leads, and one state office engineer will review all PDSs for quality control purposes. If changes are required, they will be sent directly to your state fire management officer. These must be returned by May 17, 2004 so we may prioritize the BLM’s projects in preparation for the interagency project meeting scheduled for May 2004. BLM-OF&A, in coordination with the National Park Service (NPS), U.S. Fish and Wildlife Service (FWS), and Bureau of Indian Affairs (BIA), must submit the recommended Fire Facilities Five Year Deferred Maintenance and Capital Improvement Plan – Fiscal Years 2006-2010 to the Department of the Interior no later than June 7, 2004.

Time Frame: Please submit an electronic copy of your Capital Asset Plans (Exhibit 300) to Terry O'Connell, FA-320, by close of business April 5, 2004. Additionally, please submit electronic copies of your fire program revised
or new PDSs and your project summary sheet (Attachment #3) to Terry O’Connell by close of business on May 3, 2004.

**Budget Impact:** None.

**Manual/Handbook Sections Affected:** None.

**Coordination:** Between BLM, FWS, NPS, and BIA.

**Contact:** Terry O’Connell, Fire Operations, OF&A at (208) 387-5883.

Signed by:                       Authenticated by:
Timothy M. Murphy               Pat Lewis
Acting Director                 Supervisory Mgmt. Asst.
Office of Fire and Aviation     Office Services

3 Attachments:
1. [Deferred Maintenance and Capital Improvement Plan Project Data Sheet](#) (1 p)
2. [Wildland Fire Five Year Construction/Deferred Maintenance Plan Summary](#) (2 pp)
3. [Deferred Maintenance and Capital Improvement Plan Summary Project Data Sheet](#) (1 p)

**Distribution:**
Fire Program Advisor, WO, FA-101
BLM ADs
OF&A Management Team
State FMOs
BC Library

Attachment 1-3
**Bureau of Land Management**  
**DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENT PLAN FY 2006 - 2010**  
Summary Project Data Sheet

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<th>Region</th>
<th>Area District</th>
<th>Facility or Unit Name</th>
<th>State</th>
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CHSdm = Critical Health & Safety Deferred Maintenance  
CHSci = Critical Health & Safety Capital Improvement  
CRPdm = Critical Resource Protection Deferred Maintenance  
CRPci = Critical Resource Protection Capital Improvement  
CMdm = Critical Mission Deferred Maintenance  
C&ODM = Compliance & Other Deferred Maintenance  
OCI = Other Capital Improvement

Attachment 1-7