

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION 10/25/2006
Instruction Memorandum No. CO-2007-007
Expires: 09/30/2008

To: Center and Field Managers

From: State Director

Subject: Asset Business Plan (ABP) for Colorado Field Offices

DD: 11/08/2006

Purpose: This Instruction Memorandum (IM) promulgates the requirements for completion of the Asset Business Plan at the Field Office level. Colorado must forward a State Asset Business Plan (SABP) to comply with Executive Order 13327 – Federal Real Property Asset Management and the “Achieving Green on the President’s Management Agenda Real Property Scorecard.” Department of the Interior Directive dated October 4, 2006. The Department of the Interior is mandating information regarding: assets the BLM has, what kind of shape they are in, how important are they, and how should these assets be managed in the future. Field Office Asset Business Plans (FABP) are required to complete the SABP. This IM provides statewide implementation for the WO-IM-2006-209, State Asset Business Plans.

Policy/Action: The FABP will cover the following asset types: Constructed Asset and Exception Reports (FAMS), Disposition of Real Property, Fleet, Historical, Housing, Office Space and Warehouse. Colorado Field Office data is listed on the Asset Management Plan home page at <http://nbcweb.blm.gov/amp>. Assets are listed by field office under the State Specific ABP data link in the left hand column. Additional data sheets are listed under: DOI Maintenance and Construction Plan 2008-2012 (Fire), Five-Year Deferred Maintenance and Construction Plan, and the BLM Five Year Space Plan. All data sheets are in Excel format and can be downloaded, edited, updated and re-inserted into the completed FABP appendices.

FABP – Input Notebooks will be mailed to CO-100, 110, 120, 130, 140, 150, 160, 200, 500, and 800 on October 20, 2006. These Input Notebooks will have paper copies of all field office data from the Asset Management Plan home page. The Input Notebook will also have a hardcopy format of the FABP and other supporting data sheets and information.

Input Notebooks are provided to facilitate the FABP. This information is to ease the field offices administrative burden, provide a hard-copy source for raw data, and standardize FABP development statewide. Each asset type section will have instructions as to what actions are required.

Field Offices will receive the formatted Word document Field Office ABP Template Rev 10.doc from the State Property Manager. This Word document will be used for each FABP, edited as appropriate with completed appendices and returned in electronic format to the State Property Manager. All Field Office Business Plans will be attached to the SABP submitted to WO-800.

Background: The SABP represents the mechanism for managing \$250 million in annual expenditure within the Bureau. This represents one quarter of the Bureau’s annual appropriation. Success with the SABP is essential to meet Bureau and Departmental guidance as well as allow the Bureau to achieve a “green” rating for Asset/Fleet/Energy Management Scorecards.

Timeframe: Field Office responses are due to the State Office no later than November 8, 2006. This will allow time for the SABP to be consolidated, summarized and reviewed by the State Director. A consolidated Colorado SABP must be forwarded to the Washington Office (WO-800) by November 17, 2006.

Budget Impact: Future resource allocations will be developed using the State Asset Business Plan and the BLM’s Asset Management Plan.

Manual/Handbook Sections Affected: This IM affects BLM Manual Sections 1530 – Real Property Management, 2100 – Land Acquisitions, 2200 – Land Exchanges, and 9104 – Facilities Maintenance.

Coordination: This document was developed by CO-951 utilizing the WO-IM-2006-209 generated by WO-850 and the National Business Center (NBC).

Contact: If you have any questions or concerns regarding this instruction memorandum, contact Glenn Bessinger, Branch Chief for Support Services at 303-239-3762.

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