

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**Bureau of Land Management**  
**Oregon State Office**  
**P.O. Box 2965**  
**Portland, OR 97208**

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Information Bulletin No. OR-2003-062

To: District Managers

From: Deputy State Director for Management Services

Subject: Deferred Maintenance and Capital Improvement (DM-CI) Project  
Submittals

DD: May 1, 2003

Please provide your district's new and revised Five-Year Deferred Maintenance (DM) & Capital Improvement (CI) Project submittals for the Five-Year Plan (2004-2008) to the Oregon State Office by May 1, 2003. All projects must have current condition assessments that accurately reflect the deferred maintenance.

Your project submittals should be submitted through the Facility Inventory Maintenance Management System (FIMMS). They should be prepared in accordance with the attached draft guidance (Five-Year Deferred Maintenance and Capital Improvement Planning Guidance dated June 2002). Please carefully read this new manual. There are some changes from last year's Guidance. Please see Section III, Rules, and adopt the formats shown in Section IV, Project Data Sheet Examples.

If you have any questions on DM projects, please call Doug Baird at (503) 808-6099. If you have any questions on CI projects, please call Dave Shelton at (503) 808-6103.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by:  
John K. Keith  
Associate Deputy State Director for Management  
Services

Authenticated by:  
Jennifer Davis  
Staff Assistant

1 Attachment (under separate cover)

1 - Draft Five-Year Deferred Maintenance and Capital Improvement Planning Guidance  
document (75 pp)

Distribution

WO-850 (Room 1075,LS)