



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Fire and Aviation  
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March 5, 2013

In Reply Refer to:  
9210/9100 (FA300) P

EMS Transmission 03/06/2013  
Instruction Memorandum No. FA IM-2013-016  
Expires: 09/30/2014

To: State Directors

From: Assistant Director, Fire and Aviation

Subject: Fire Facilities Five-Year Deferred Maintenance and Capital Improvement Plan,  
Fiscal Years (FY) 2015-2019 DD: 04/29/2013

**Program Area:** Fire and Aviation

**Purpose:** This Instruction Memorandum (IM) provides direction for development of fire facilities projects and the completion of required annual updates of the *Five Year Deferred Maintenance and Capital Improvement Plan*. Field units with planned deferred maintenance or capital improvement projects will follow the procedures outlined below to ensure funding consideration.

**Policy/Action:**

Required Actions

- Develop and submit project data sheets (PDS) for newly proposed projects and supporting documentation.
- Review, revise as necessary, and resubmit all PDS in the current *Fiscal Year (FY) 2014-2018 Five Year Deferred Maintenance and Capital Improvement Plan*. This review is intended to ensure that each project remains viable and that the estimated project cost is still adequate to fully fund the project.

General Directions and Information for Developing Fire Facilities Projects

- The Department of the Interior (DOI) has released 2015 budget guidance.
- Development of the PDS will require the use of supporting documentation as follows:
  - Project Cost Sheet (PCS)
  - Asset Priority Index Calculation Sheet (API)
  - Project Scoring Sheet (PSS)
- Be aware that the DOI 2015 Budget Guidance has significantly changed methodology in ranking and scoring projects from previous years scoring guidance.

- Engage field office and state office engineers in order to develop sound projects and prepare accurate PDS.
- Consider strategies to maximize current funding year obligations, minimize carryover, and complete projects in a timely manner. One strategy is to phase projects over two or more funding years.
- Projects that cost \$500,000 or more require phased, multi-year design and construction.
- Projects that cost \$10 million or more require a Capital Asset Plan and Business Case, commonly known as Exhibit 300. These projects must be reviewed and approved by the DOI Construction Investment Review Board.
- Incorporate applicable accessibility, security, and seismic design into new projects and existing infrastructure upgrades.
- Evaluate the impacts proposed projects will have on staffing, operations, and annual maintenance budgets. Additional funds are unlikely under current budget conditions.
- The field office manager must certify every project submission for their field office.
- The state director must make the final decision on which project(s) to forward to Fire and Aviation for proposed inclusion in the *FY 2015-2019 Five Year Deferred Maintenance and Capital Improvement Plan*.
- Due to the declining dollars available in this program, the Fire Leadership Team (FLT) has decided to place emphasis on deferred maintenance over capital improvement projects.
- Evaluate how the Department's "Freeze the Footprint" program dated February 5<sup>th</sup>, 2013 will have an impact upon your proposed project.

#### Specific Directions for Completing Accurate Project Data Sheets

- State how the project will meet DOI and Bureau of Land Management (BLM) strategic plan goals and objectives.
- In coordination with the state or field office engineer, provide the following from the Facilities Asset Management System (FAMS):
  - Facility Condition Index
  - Real Property Unique Identifier Number (FAMS/Financial and Business Management System (FBMS)/DOI Asset Code List)

**Timeframe:** Actions required in this IM are due by April 29, 2013.

**Budget Impact:** None

**Background:** Every year the DOI Fire Facilities Group updates the current *Five Year Deferred Maintenance and Capital Improvement Plan*. The DOI Office of Acquisition and Property Management provides guidance for development of the *FY 2015-FY 2019 Deferred Maintenance and Capital Improvement Plan* in the *DOI 2013 Budget Guidance*.

**Manual/Handbook Sections Affected:** None

**Coordination:** This IM was coordinated with Sean Cross, Chief, Fire Preparedness and Suppression, Fire and Aviation.

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Signed by:  
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Authenticated by:  
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**Attachments:**

- 1 Project Data Sheet (1 p)
- 2 FY 2014-2018 Five-Year Deferred Maintenance and Capital Improvement Plan (1 p)
- 3 2015 Budget Guidance – Attachment G (28 pp)
- 4 Project Cost Data Sheet (PCS) (1 p)
- 5 Asset Priority Index Calculation Sheet (API) (3 pp)
- 6 Project Scoring Sheet (PSS) (1 p)

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