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BUREAU OF LAND MANAGEMENT

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MANUAL TRANSMITTAL SHEET

Subject

9107 – Facility Asset Management System

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1. Explanation of Materials Transmitted: This creates a BLM Manual Section containing the responsibilities, policies, and procedures for the Facility Asset Management System.
 2. Reports Required: None.
 3. Material Superseded: None.
 4. Filing Instructions:

REMOVE
None.

INSERT
All of 9107
Total 8 sheets

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9107 – FACILITY ASSET MANAGEMENT SYSTEM

Table of Contents

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 Policy
- .06 File and Records Maintenance
- .07 Relationship to the BLM Planning System
- .08 Intergovernmental Cooperation

Glossary of Terms - See Manual Section 9100 – Facility Planning, Design, Construction, and Maintenance – Glossary of Terms.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

.01 Purpose. This Manual Section contains the responsibilities, policies, and procedures for the Facility Asset Management System (FAMS).

.02 Objectives. The objectives are to:

- A. Identify and clarify roles and responsibilities for users.
- B. Clarify Policy surrounding FAMS.
- C. Define data quality standards and objectives.
- D. Define change management procedures.
- E. Establish a communication plan.

.03 Authority. See Manual 9100 Facility Planning, Design, Construction, and Maintenance, Section .03 - Authority and Appendix A – Abstract of Authorities Cited.

- A. Executive Order 13327 – Federal Real Property Asset Management.
- B. Federal Accounting Standards Advisory Board (FASAB).
- C. Government Performance Results Act of 1993 (GPRA).
- D. Department of the Interior (DOI).

.04 Responsibility. The responsibilities described below are commensurate with the responsibilities identified in Manual Section 9100.04 Facility Planning, Design, Construction, and Maintenance – Responsibility.

A. The Chief, Engineering and Asset Management Policy Branch, Division of Business Services (WO), is responsible for:

- 1. Appointing a National Data Steward.
- 2. Providing policy on Asset Management
- 3. Setting priorities for FAMS.

B. The Chief, Branch of Architecture and Engineering, Division of Business Services, National Operations Center (NOC), is responsible for assigning a User Representative.

C. The Engineering Advisory Team (EAT) is responsible for:

9107 – FACILITY ASSET MANAGEMENT SYSTEM

1. Providing recommendations to the Chief, Engineering and Asset Management Policy Branch, Division of Business Services (WO) on Asset Management Policy.
2. Providing guidance on priorities.

D. The State Engineer in each State is responsible for:

1. Ensuring overall data quality of the FAMS data.
2. Implementing policy from the Washington Office.
3. Setting additional policy for the state.
4. Assigning a State Office Data Steward .

E. The District Manager or Field Manager, as appropriate, is responsible for:

1. Data quality for the FAMS data in their district or field office.
2. Implementing Washington Office and State Office FAMS policy.
3. Setting additional policy.
4. Assigning a District or Field Office Data Steward, if desired.

F. The National Data Steward is responsible for national policy and direction on data management within FAMS. The national data steward will serve as the chair of the FAMS User Group (FAMSUG). The FAMSUG will serve as the FAMS application Project Change Management Board (PCMB) and will prioritize changes for technical team implementation. The National Data Steward is responsible for:

1. Coordinating with the Department of Interior (DOI) and states on the FAMS Program.
2. National QA/QC of the FAMS data.
3. Identifying and planning national data cleanup efforts.
4. Identification and enforcement of corrective actions related to national data quality issues, particularly when it affects budget distribution to the States.
5. Providing requested data for national data requests.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

6. Overseeing development of FAMS user training.
 7. Communicating changes in FAMS operations and business processes to state data stewards.
 8. Suggesting improvements (system and business process) to the operations of FAMS.
 9. Capitalizing on data sharing opportunities at BLM and DOI level.
 10. Submitting Federal Real Property Profile (FRPP) for all owned constructed assets.
 11. Acting as a liaison to the EAT on FAMS.
- G. State Office Data Steward (SODS) – A State Office Data Steward is a facility management specialist and subject matter expert designated by management. State Data Stewards are responsible for the quality of all FAMS data within their state, in accordance with national policy. There can be only one State Data Steward and an alternate. The State Data Steward is responsible for:
1. Coordinating with National, District, and Field Office Data Stewards on the FAMS Program.
 2. Communicating relevant FAMS information to the State Engineer.
 3. Performing/coordinating on national/state data cleanup efforts.
 4. Providing requested data from FAMS for line managers.
 5. Training state users on changes to FAMS operations and business processes.
 6. Reporting any “bugs”/anomalies to the FAMS User Representative.
 7. Suggesting improvements (system and business process) to the operations of FAMS.
 8. Capitalizing on data sharing opportunities at the national and state level.
 9. Participating in the FAMS Users Group (FAMSUG).
 10. Communicating FAMS user changes to the User Representative.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

H. District Office Data Steward (DODS) – A District Office Data Steward is a facility management specialist and subject matter expert designated by management. They are responsible for the day to day operations in their district in accordance with national and state policies. District Office Data Stewards are responsible for the quality of all FAMS data within their district. There can be only one District Office Data Steward and an alternate. Depending on the FAMS organization in the state, District Office Data Stewards may not be assigned. The District Office Data Stewards are responsible for:

1. Coordinating with State and Field Office Data Stewards on the FAMS Program.
2. Performing/coordinating on national/state cleanup efforts.
3. Providing requested data from FAMS for line managers.
4. Training district users on changes to FAMS operations and business processes.
5. Reporting any “bugs”/anomalies to the State Data Steward.
6. Suggesting improvements (system and business process) to the operations of FAMS.
7. Capitalizing on data sharing opportunities at the state and district level.
8. Communicating FAMS user changes to the State Data Steward.

I. Field Office Data Steward (FODS) – A Field Office Data Steward is a facility management specialist and subject matter expert designated by management. They are responsible for the day to day operations in their field office in accordance with national and state policies. Field Office Data Stewards are responsible for the quality of all FAMS data within their field office. There can be only one Field Office Data Steward and an alternate. Depending on the FAMS organization in the state, Field Office Data Stewards may not be assigned. The Field Office Data Steward is responsible for:

1. Coordinating with State and/or District Office Data Stewards on the FAMS Program.
2. Performing/coordinating on national/state cleanup efforts.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

3. Providing requested data from FAMS for line managers.
 4. Training field office users on changes to FAMS operations and business processes.
 5. Reporting any “bugs”/anomalies to the State Data Steward or their designee.
 6. Suggesting improvements (system and business process) to the operations of FAMS.
 7. Capitalizing on data sharing opportunities at the district and field level.
 8. Communicating FAMS user changes to the State Data Steward.
- J. FAMS User – will be responsible for entering and maintaining FAMS data in accordance with national and state policy. The FAMS User is responsible for:
1. Coordinating with State, District, and Field Office Data Stewards on the FAMS Program.
 2. Performing national/state data cleanup efforts.
 3. Providing requested data from FAMS for line managers.
 4. Reporting any “bugs”/anomalies to the state Data Steward or their designee.
 5. Suggesting improvements (system and business process) to the operations of FAMS.
- K. The National Operations Center (NOC) User Representative serves as a primary point of contact for State Data Stewards regarding FAMS. The NOC User Representative is responsible for:
1. Collecting “bugs”/anomalies and enters help desk tickets. Plans and performs new user training.
 2. Assisting in national/state data cleanup efforts.
 3. Providing data for calls.
 4. Updating new user and additional training requirements, as required.
 5. Maintaining new user and additional training requirements, as required.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

6. Maintaining FAMS user documentation.
 7. Creating and maintaining the FAMS communication plan.
 8. Facilitating the incorporation of updates and new cost models into FAMS.
- L. The FAMS User Group (FAMSUG) is a forum to disseminate FAMS information, communicate policy changes to the field, collect feedback, and collaborate on asset management issues.
- M. The Project Change Management Board (may be merged with the FAMSUG) includes representatives from the State Data Stewards, the EAT, and the Washington Office.
- N. The Business Analyst develops FAMS requirements, works with the developers to implement the requirements, and documents the system.
- O. The Project Manager develops cost and schedule. The Project Manager (PM) estimates the cost and schedule associated with technical development and implementation that are in line with direction set by the PCMB. The PM also determines the software release schedule based on priorities outlined by the PCMB.
- P. The EAT Cost Model Team reviews FAMS cost model data to ensure its accuracy, integrity, and completeness. The Team works with the cost modeler to provide requirements for new models and updates to existing models. The Team publishes proposed model updates and additions, and solicits feedback from the EAT. The Team works with the FAMS User Representative to ensure model updates and additions are effected in the FAMS database.

.05 Policy. See also Manual Section 9100.05 Facility Planning, Design, Construction, and Maintenance – Policy. It is BLM policy that:

- A. Data Quality: The quality of the data entered into FAMS shall be:
1. Reasonable – The level of detail collected and maintained in FAMS shall be commensurate with the importance and use within the BLM. Time, budget, and manpower constraints will affect the quality and quantity of the data collected and maintained.
 2. Consistent – The FAMS processes and procedures used to collect and maintain data will be consistent across the entire BLM.
 3. Auditable – The processes and data in FAMS will be documented and the information independently verifiable.

9107 – FACILITY ASSET MANAGEMENT SYSTEM

4. Nationally required attributes will be populated in FAMS to support directives and business requirements.
5. FAMS data will be kept current. Updates to FAMS will be made in a timely manner so that queries at all times will be as accurate as possible.

B. Change Management: Requirements to enhance FAMS that have a budgetary impact to the system will go through a formal approval process that complies with all IT governance rules. Enhancements that affect business processes and policy will require Washington Office approval and EAT concurrence.

C. Communications: The user representative for FAMS will develop a communication plan to effectively document FAMS policies and procedures. This plan will be updated annually.

.06 File and Records Maintenance. The various reports, studies, plans, and narrative(s) generated during the design process are to be filed in a project folder established for the facility and maintained in the office requesting the service.

.07 Relationship to the BLM Planning Systems. FAMS plays a vital role in planning for the management and stewardship of BLM assets. The data that reside in FAMS feed various BLM planning efforts and systems, such as the Transportation Plan; Five-year Plan; Financial and Business Management System; Budget Planning System; Resource Management Plan; Land Use Plan; Annual Maintenance Plan.

.08 Intergovernmental Cooperation. BLM facilities are generally designed in conformance with Federal, State, and Local laws, codes, and regulations, including land use plans.