



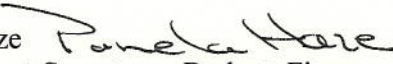
# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

APR 19 2011

Memorandum

To: Bureau Senior Asset Management Officers  
Bureau Budget Officers

From: Pamela K. Haze   
Deputy Assistant Secretary - Budget, Finance, Performance, and Acquisition

Subject: Calendar Year 2011 Schedule for Capital Planning and Investment Control of  
Construction Projects (Including FY 2013 Budget Development)

Office of Management and Budget (OMB Circular A-11, *Preparation, Submission, and Execution of the Budget*; and Executive Order 13327, *Federal Real Property Asset Management* require that Federal agencies continue to strengthen planning, budgeting, and overall management of capital asset investments. Facility asset managers at all levels of the Department of the Interior (DOI) are to adhere to a rigorous, disciplined, and documented capital planning and investment control (CPIC) methodology to ensure investments in buildings, structures, and linear assets are sound and enhance the Department's mission throughout their lifecycle.

The cornerstone of the CPIC program is a portfolio-based investment structure implemented through DOI's CPIC process and the FY 2013 – FY 2017 Five-Year Deferred Maintenance and Capital Improvement Plan (Five-Year Plan). In accordance with DOI's CPIC Guide, the Asset Management Team will serve as the Department's executive-level Investment Review Board for construction projects. The important dates for submitting CPIC documentation in calendar year (CY) 2011 are provided in the attachment for:

- Exhibit 300s for all ongoing and proposed major projects and baseline change requests. Major projects are those with cost of \$2 million or greater (including planning, design, and construction costs), are multi-bureau projects, or are projects of special interest to OMB;
- Quarterly updates for major projects in eCPIC; and
- The Five-Year Plan, as defined in Attachment G of the Annual DOI Budget Guidance.

Please submit all completed Exhibit 300s and quarterly update memorandum to Craig Lasser of the Office of Acquisition and Property Management and Kathy Lawson of the Office of Budget. If you have any questions about the CPIC schedule, please contact Ed Awni, Associate Director for Facilities and Property Management, at (202) 254-5520.

Attachment

cc: Asset Management Team  
Asset Managers' Partnership  
Construction CPIC Coordinators  
Bureau Assistant Directors for Administration  
Director, PFM

**CY2011 Schedule for Capital Planning and  
Investment Control of Construction Projects**

- January 14, 2011      Submit Bureau Five Year Plans for FY 2012 – 2016 to the Office of Budget (POB) after final Department of the Interior (DOI) approval for submission to Congress. Submit an electronic copy along with the paper copies included with the Greenbooks.
- January 21, 2011      Complete quarterly updates in eCPIC for the 1st quarter, ending Dec. 31<sup>st</sup>. Exhibit 300s for all FY 2012 and prior year ongoing projects must be updated for schedule and to reflect FY 2012 passback direction and FY 2011 appropriation. Submit quarterly update memo for all approved projects and any baseline changes requested in eCPIC. A *Corrective Actions Report*, available in eCPIC, must accompany any project that reports a negative variance of 5 percent or more in cost and/or schedule.
- March 4, 2011        Submit bureau recommended changes to Attachment G for FY 2014-2018 five-year plan through AMT.
- March 25, 2011      Complete Exhibit 300s for all FY 2013 projects with cost \$2 million or greater (excluding operation and maintenance costs), multi-bureau projects, and projects of special interest to OMB in eCPIC. Each bureau CPIC Coordinator is to submit a self-assessment of each Exhibit 300 exceeding \$10 million using the DOI Investment Rating Criteria.
- April 22, 2011      Complete quarterly updates in eCPIC for the 2nd quarter, ending March 31<sup>st</sup>. Submit quarterly update memo for all approved projects and any baseline changes requested in eCPIC. A *Corrective Actions Report*, available in eCPIC, must accompany any project that reports a negative variance of 5 percent or more in cost and/or schedule.
- DOI reviews and provides comment/recommendations to bureaus on Exhibit 300s for all new FY 2012 major projects and prior year approved projects with FY 2012 funding requirements that have a cost \$10 million or greater (excluding operation and maintenance costs), are multi-bureau projects, or are projects of special interest to OMB.
- May 13, 2011        Respond to DOI comments/recommendations by updating Exhibit 300s in eCPIC.
- June 1, 2011        Submit construction portion of the bureaus FY 2013-2017 Five-Year Deferred Maintenance and Capital Improvement Plans (Five-Year Plan) to the Office of Budget (POB). Refer to Attachment G, “Facilities Deferred Maintenance and Capital Improvements.”
- Bureau CPIC Coordinators perform joint review and provide comment/recommendations on Exhibit 300s for all new FY 2013 major projects and prior year approved projects with FY 2013 funding requirements that have a cost \$10 million or greater (including planning, design, and construction costs), are multi-bureau projects, or are projects of special interest to OMB.



**CY2011 Schedule for Capital Planning and  
Investment Control of Construction Projects**

Mid-June, 2011	<u>AMT convenes to evaluate DOI investment portfolio.</u> The AMT serves as the Department's Executive-Level Investment Review Board for major construction projects. At this meeting and other AMT meetings scheduled throughout 2011, the AMT will evaluate the portfolio of major projects in progress and approve necessary change of baseline for major projects at variance.
July 21, 2011	<u>Complete quarterly updates in eCPIC for the 3rd quarter, ending June 30<sup>th</sup></u> for all projects. Submit quarterly update memo for all approved projects and any baseline changes requested in eCPIC. A <i>Corrective Actions Report</i> , available in eCPIC, must accompany any project that reports a negative variance of 5 percent or more in cost and/or schedule.
August 13, 2011	<u>Submit Final Exhibit 300s to POB and PAM for FY 2013 projects,</u> including those ongoing major projects requesting FY 2013 funding.
August 17, 2011	<u>NPS Submit FY 2013-2017 Five Year Recreation Fee Plan.</u>
September 3, 2011	<u>Submit corrected and approved FY 2013-FY2017 Five-Year Plans for Construction,</u> incorporating comments from the Office of Budget and the Office of Acquisition and Property Management to POB for transmittal to OMB.
October 3, 2011	Submit <u>Deferred Maintenance portion of the bureaus FY 2013-2017 Five-Year Deferred Maintenance and Capital Improvement Plans (Five-Year Plan)</u> to POB. Refer to Attachment G, "Facilities Deferred Maintenance and Capital Improvements."
October 21, 2011	<u>Complete quarterly updates in eCPIC for the 4th quarter, ending September 30<sup>th</sup>.</u> Submit quarterly update memo for all approved projects and any baseline changes requested in eCPIC. A <i>Corrective Actions Report</i> , available in eCPIC must accompany any project that reports a negative variance of 5 percent or more in cost and/or schedule.
November 5, 2011	<u>Submit FY 2012 Deferred Maintenance and Capital Improvement Project Lists (in Five-Year Plan format)</u> reflecting any changes based on FY 2012 Congressional appropriations to POB.
Five Business Days Following OMB Passback	<u>Submit Final FY 2013-2017 Five Year Plans</u> to POB in accordance with Attachment G.
December 15, 2011	<u>Submit two copies of the FY 2011 Project Completion Report</u> to PAM. Refer to the direction and template provided in Attachment G. <u>Submit Value Analysis Accomplishment Report</u> for FY 2011 to PAM.
January 15, 2012	<u>Bureaus furnish ten (10) hard copies of their FY 2013-2017 Five Year Plans for submission to Congress according to Attachment G guidance.</u>