



United States Department of the Interior



BUREAU OF INDIAN EDUCATION

Assistant Deputy Director, Administration
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IN REPLY REFER TO:

Date: September 16, 2010

To: Deputy Director School Operations
Associate Deputy Director – West
Associate Deputy Director – Navajo
Associate Deputy Director – East
Educational Line Officers
School Administrators

From: *for* David Talayumptewa, Assistant Deputy Director – Administration
Bureau of Indian Education

Subject: Facilities Management Information System (FMIS) Survey

The Bureau of Indian Education is working with the No Child Left Behind School Facilities and Construction Negotiated Rulemaking Committee (Committee), established by the Secretary of the Interior under the direction of the No Child Left Behind Act of 2001.

The data in FMIS is critical. OFMC uses the data in FMIS to prioritize and rank schools based on need, and it also is the mechanism for operations and maintenance funding for every school and Agency location within Indian Affairs. Therefore, it is imperative that operational and maintenance costs are captured within FMIS for every building and site on an annual basis to establish the O&M need for that location. The FMIS WORK TICKET system should be used by every location to track all expenditures under \$2,500 for any operational or maintenance cost. Therefore if FMIS is not current, then a school facility has indicated there is no O&M need. It is very critical that each school updates and maintains the data in FMIS daily to ensure that your particular school receives adequate funds to operate the school facilities and identify additional funds required for major repairs.

Since the conditions of Bureau-funded schools are monitored by FMIS, the Committee has asked BIE to conduct a survey of all schools on their involvement with FMIS. The response to the survey will help the Committee understand its use and problems the schools are having with FMIS. This survey will also help BIA and BIE management in addressing these issues.

We encourage each school to complete the attached survey by October 1, 2010, and return it to Regina Gilbert, via e-mail to Regina.Gilbert@bia.gov or by fax at (505) 563-3811. This information will be shared with the Committee at their next schedule meeting during the week of October 12-15, 2010. Should you have any questions, please direct them to Regina Gilbert at (505) 563-3807. Thank you for your participation.

**FACILITIES MANAGEMENT INFORMATION SYSTEM (FMIS)
SCHOOL SURVEY QUESTIONS on FMIS**

Name of School: _____

School Address: _____

Name of Agency: _____

Name of Region: _____

What type of School program do you operate?

- BIE Day School
- BIE Off-Reservation School
- BIE On-Reservation School
- BIE Peripheral Dormitory
- Contract Day School
- Contract Peripheral Dormitory
- Cooperative Day School
- Grant Boarding School
- Grant Day School
- Grant Off-Reservation School
- Grant Peripheral Dormitory

Identify what Bureau Network your school is connected to?

- Bureau of Indians Affairs (BIA) Network
- Bureau of Education (BIE) Network
- Other, Explain _____

Does your school have access to FMIS?

- Yes, Explain how you connect to FMIS _____

- No, Explain _____

- Other, Explain _____

How many individuals have a FMIS Account at your location?

- _____
- If none, Explain _____

How often is data entered into FMIS at your school location?

- Daily
- Weekly
- Monthly
- Yearly
- If not, Explain _____

Who enters your information into FMIS?

For those individuals who enter data into FMIS for your school, where are they located at?

- Locally at the School
- Agency Office
- Regional Office
- Other, Explain _____

How does your school use FMIS? (Select all that apply)

- Creating/Removing deficiencies and deferred maintenance (greater than \$25,000)
- Create abatement plans for deficiencies created by Safety
- Creating work tickets for maintenance (less than \$25,000)
- Responding to work tickets for preventative maintenance
- Entering Actual Location (Electric, Gas, etc) information
- Other, Please specify _____

Are you able to pull backlog reports for your school?

- Yes
- No
- Need help pulling reports
- Other, Please specify _____

In FMIS, does the existing open backlogs present the true construction needs for your school?

- Very Well, Explain
- Somewhat, Explain
- Not well at all, Explain _____

What would help your school keep FMIS up-to-date? (Example: Inventory, backlogs, abatements, etc)

Do you understand the intent of FMIS?