

1. GENERAL GUIDELINES

1.1 Purpose. This chapter provides the mission, authorities, scope, internal controls, and policies and procedures for execution of the Bureau of Indian Affairs (BIA) Facilities Management Program (FMP), as well as the Bureau responsibilities in administering the Program.

1.2 Mission. It is the mission of the Office of Facilities Management and Construction (OFMC) to ensure the efficient and effective stewardship of resources to manage the construction, renovation, operations, and maintenance of Bureau-funded facilities.

1.3 Background. OFMC's program services support an inventory of approximately 6,600 buildings (26 million square feet) nationwide including all associated site utilities. The buildings are located in 26 states spread out over approximately 350 sites, often remote and isolated. 4,300 of these buildings provide facilities for the Bureau of Indian Education, including 184 schools and 2 colleges. Approximately 46 buildings are detention centers and courts serving the Law Enforcement Program. Approximately 2,300 buildings at 135 locations serve BIA administration and trust Programs, including office buildings, fire stations, roads shops, employee housing units, forestry buildings, lookout towers, communications sites, water intake systems, pumping stations, pipelines, and water treatment plants.

1.4 Key Services. OFMC establishes Program policies and procedures for the Facilities Management Program for the Bureau of Indian Affairs. OFMC provides all facilities budget, planning, design, and construction services for the Bureau of Indian Affairs for both Replacement Construction and renovation programs. OFMC also provides Facilities Operations Program leadership and services in all facets of facilities and housing management, operations and maintenance, and energy management.

OFMC Facilities represent capital investments by the Bureau in the health and safety of students, tribal members, the public, and Bureau staff who utilize Bureau-funded facilities. OFMC staff also recognizes that properly maintained facilities are critical to the effective performance of the Bureau mission and to the provision of government services to Indian tribes and individual Indians.

OFMC architects, mechanical, electrical, civil and facilities environmental engineers, special systems and fire protection designers, planners, Facilities Program specialists, technicians, program managers, and support personnel provide national facility management expertise and services in all disciplines of the Facility Management Program for all line authorities of the Bureau of Indian Affairs.

1.5 Authorities.

A. Statutes.

(1) "Public Buildings and Property Works—The Davis-Bacon Act of March 3, 1921," 40 U.S.C., 46 Stat. 1494.

(2) "The Snyder Act of 1921," 25 U.S.C. § 13, Pub. L. 67-85, as amended, 42 Stat. 208, November 2, 1921.

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 2

- (3) "The Indian Reorganization Act of 1934," 25 U.S.C. 461, et seq.
- (4) "Johnson-O'Malley Act of 1934," 25 U.S.C. § 452, Pub. L. 73-167, as amended.
- (5) "Federal Property and Administrative Services Act of 1949," as amended, 63 Stat. 377.
- (6) "Federal Employees Quarters Facilities Act of 1966," 5 U.S.C. § 5911, Pub. L. 89-554, Sept. 6, 1966, 80 Stat. 508; and 80 Stat. 484.
- (7) "National Historic Preservation Act of 1966," as amended, 16 U.S.C. § 470, et. seq.
- (8) "National Environmental Policy Act of 1969," 42 U.S.C. § 4321-4347, Pub. L. 85-205, 71 Stat. 479.
- (9) "Archeological and Historic Preservation Act of 1974," as amended, 16 U.S.C. 469a.
- (10) "Indian Self-Determination and Education Assistance Act of 1988," 25 U.S.C. § 450, Pub. L. 93-638, Jan. 4, 1975, 88 Stat. 2203; Pub. L. 100-472, 102 Stat. 2285.
- (11) "Grants to Tribal Organizations or Tribes," 25 U.S.C. § 450(h), Pub. L. 93-638, 88 Stat. 2207; Jan. 4, 1975, supplemented by Pub. L. 101-644, Nov. 29, 1990, 104 Stat. 4666.
- (12) "School Construction, Acquisition, or Renovation Contracts," 25 U.S.C. § 458.
- (13) "American Indian Religious Freedom Act of 1978," 42 U.S.C. § 1996.
- (14) "The Indian Education Amendments of 1978," 25 U.S.C. 2001 et seq.; Pub. L. 95-561, as amended.
- (15) National Energy Conservation Policy Act (NECPA), Pub. L. 95-619, November 9, 1978.
- (16) "Tribal Self Governance—School Construction, Acquisition or Renovation Contracts," 25 U.S.C. § 485, Pub. L. 93-638 Jan. 4, 1975, 88 Stat. 2203 and 2214; Pub. L. 96-88, Oct. 17, 1979, 93 Stat. 677, 692.
- (17) "Comprehensive Environmental Response Act of 1980," as amended by the Superfund Act of 1984 (SARA), and Community Environmental Response Facilitation Act, 42 U.S.C. § 9601, et. seq.
- (18) "Federal Employees Quarters Facilities Act," 5 U.S.C. § 5911, Pub. L. 98-473, Section 320, October 12, 1984, 98 Stat. 1837 and 1874.

#89

Replaces 46 BIAM February 1984

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 3

(19) "Trially Controlled Schools Act of 1988—Grants," 25 U.S.C. § 2508, Pub. L. 100-297, Apr. 28, 1988, 102 Stat. 394.

(20) "Federal Employees Quarters Facilities Act," 5 U.S.C. § 5911, Pub. L. 100-446, Section 316, September 27, 1988, 102 Stat. 1826.

(21) "Federal Employees Quarters Facilities Act," 5 U.S.C. § 5911, Pub. L. 101-121, Section 317, October 23, 1989, 103 Stat. 745.

(22) "Indian Law Enforcement Reform," 25 U.S.C. § 2801, Pub. L. 101-379, Aug. 18, 1990, 104 Stat. 473.

(23) "Juvenile Detention Centers," 25 U.S.C. § 2453, Pub. L. 99-570, Oct. 27, 1985, 100 Stat. 3207-147; Pub. L. 100-690, Nov. 18, 1988, 102 Stat. 4219; Pub. L. 102-573, Oct. 29, 1992, 106 Stat. 4584.

(24) "Energy Policy and Conservation Act (EPACT)," 42 U.S.C. § 6201, et. seq., 1992.

(25) "Indian Tribal Justice Support," 25 U.S.C. § 3601, Pub. L. 103-176, Dec. 3, 1993, 107 Stat. 2004.

(26) "Facilities Construction," 25 U.S.C. § 2005, Pub. L. 95-561 § 1125, as amended, Pub. L. 103-382, Oct. 20, 1994, 108 Stat. 3986.

(27) "Construction and Improvement of Facilities, Operation and Maintenance of Facilities," 25 U.S.C. § 2006, Pub. L. 95-561, as added, Pub. L. 103-382, Oct. 20, 1995, 108 Stat. 3988.

(28) Fort Peck Reservation Rural Water System Act of 2000, Pub. L. 106-382.

(29) "No Child Left Behind Act," 25 U.S.C. § 1042, Pub. L. 107-110, Jan. 8, 2002, 115 Stat. 2007.

(30) Rocky Boys/North Central Montana Regional Water System Act of 2002, Pub. L. 104-204, Pub. L. 106-163.

(31) "Indian Tribal Energy Development and Self-Determination Act of 2003," amending Title 26 of the Energy Policy Act of 1992, 25 U.S.C. § 3501, et. seq.

B. Regulations and Federal Register Notices. The federal regulations governing the Bureau's Facilities Management Program are contained within 25 CFR, 41 CFR and 43 CFR Part 12. New federal regulations impacting the Bureau's Facilities Management Program may be developed under the negotiated rulemaking process as authorized by federal statute.

(1) "Indian Country Detention Facilities and Programs," 25 CFR Part 10 § 10.1 and 10.2.

#89

Replaces 46 BIAM February 1984

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 4

- (2) "Federal Schools for Indians," 25 CFR Part 31 § 31.1 and 31.2.
- (3) "Indian Education Policies—Planning, Maintenance, and Use of Facilities," 25 CFR Part 32 § 32.4 (s) (1) (2).
- (4) "Minimum Academic Standards for the Basic Education of Indian Children and National Criteria for Dormitory Situations—National Dormitory Criteria," 25 CFR Part 36 § 36.70–76.
- (5) "The Indian School Equalization Program—Interim Maintenance and Minor Repair Fund," 25 CFR Part 39 § 39.110-114.
- (6) "Indian Self-Determination and Education Assistance Act Program," 25 CFR Parts 273, 275, and 276.
- (7) "Contracts Under the Indian Self-Determination and Education Assistance Act," – "Construction," 25 CFR Chapter V, Subpart J, Part 900.110.
- (8) "Consultation and Coordination with Indian Tribal Governments," E.O. 13175, Nov. 6, 2000, F.R. 67251.
- (9) "Government-to-Government Relationship with Native American Tribal Governments," Presidential Memorandum, Apr. 29, 1994, 59 F.R. 22951.
- (10) "Federal Property Management Regulations," 41 CFR § 101.
- (11) "Interior Property Management Regulations," (IPMR), 41 CFR § 114.
- (12) "Facilities Construction Grants," 43 CFR Part 12.
- (13) "Asbestos Hazard Emergency Response Act," 40 CFR 763, Subpart E.
- (14) "National Emission Standards for Hazardous Air Pollutants," (NESHAP), 40 CFR 61, Subpart M.
- (15) "Construction Industry Standards for Asbestos," 29 CFR 1926.58.
- (16) "General Industry Standard for Asbestos," 29 CFR 1910.1001.
- (17) "Acquisition of Real Property," 44 CFR 101-118.
- (18) "National Energy Conservation Policy Act (NECPA)," Pub. L. 100-615.
- (19) "Energy Policy Act of 1992 (EPACT)," Pub. L. 102-486.
- (20) "Energy Efficiency/Water Conservations at Federal Facilities," E.O. 12902.
- (21) "Federal Real Property Asset Management," E.O. 13327, Feb. 6, 2004.

#89

Replaces 46 BIAM February 1984

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 5

(22) "Indian Sacred Sites," E.O. 13007.

(23) "Greening the Government Through Efficient Energy Management," E.O. 13123, 1999.

C. Definitions.

(1) **Construction Project.** A "Construction Project" refers to the replacement, improvement and/or repair facilities project funded by the Deputy Director, OFMC. Construction projects consist of three phases: Planning, Design and Construction.

(2) **OFMC-Approved or Bureau-Approved.** "OFMC-approved or Bureau-approved" refers to the formal approval of the Deputy Director, OFMC.

(3) **Facilities.** Facilities shall include buildings, utility systems, structures, grounds, or component parts approved by the Deputy Director, OFMC, and shall be either Bureau-owned facilities serving Bureau-funded programs, or tribally-owned facilities serving Bureau-funded education programs or law enforcement facilities. Facilities shall not include utility systems that provide retail service. Tribally-owned facilities serving Bureau-funded non-education programs will be funded subject to availability of funds.

D. Policies. The Bureau's facilities management policies regarding facilities replacement construction, expansion, improvement, repair, rehabilitation, operations and maintenance of buildings and infrastructure to support BIA-funded programs consider Indian Self-Determination and the best interest of the federal government. Facility Management policies are approved under the authority vested in the Assistant Secretary – Indian Affairs. All policies in this Indian Affairs Manual are to be interpreted within the spirit of Indian self-determination, subject to the Indian self-determination statutes and regulations. The Bureau's facilities management policies are subject to revision in light of statutory changes and/or Executive Branch of Government directives. Procedures used to implement current programs are to be contained in the Facilities Management Program Handbook.

(1) **General Policy.** It is the policy of the Bureau of Indian Affairs to provide safe, functional, energy-efficient and cost-effective facilities; and to construct and maintain facilities in accordance with applicable laws, regulations, codes and adopted Bureau policies included in the Facilities Management Program Handbook. It is the policy of the Bureau to manage its facility inventory, or asset portfolio, by a comprehensive approach to life-cycle management for assets. Reducing the deferred maintenance backlog is one of the components of this approach, rather than the primary focus. These policies shall be adhered to by all Bureau of Indian Affairs staff as well as tribal entities receiving federally-appropriated funds for facilities programs.

(2) Specific Policies.

(a) The Bureau of Indian Affairs Facilities Management Program shall be managed by the Office of Facilities Management and Construction (OFMC). The Facilities Management Program is an umbrella program that includes OFMC, which manages Construction and O&M Programs; Bureau of Indian Education (BIE), which manages school

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 6

Operations and Maintenance Programs; and the Regional Directors, who manage operations and maintenance for the non-education Agency locations.

(b) These are the components of the Facilities Management Program: (1) Contribution to the Mission; (2) Asset Inventory; (3) Asset Condition; (4) Asset Valuation; and (5) Asset Portfolio Improvement. Further information regarding these five areas can be found in the Department's Asset Management Plan.

(c) Bureau Facility and Property Management requirements to comply with the Departmental Asset Management Plan are subject to Indian self-determination statutes and regulations and include:

1. The Bureau will provide a Five-Year Deferred Maintenance and Capital Improvement Plan to the Department, which ranks and prioritizes projects with the highest emphasis on critical deferred maintenance needs in health and safety, resource protection and Bureau mission.

2. The Bureau will provide a Five-Year cycle of Comprehensive Condition Assessments to the Department for existing facilities.

3. The Bureau will use the Department of Interior (DOI) Capital Planning and Investment Control (CPIC) process for existing facilities. BIA will employ a certified CPIC process to evaluate, approve and manage major and other capital investments. The CPIC process will address the life-cycle period for each type of facility in determining a project's full cost.

4. The Bureau will ensure that all construction projects having design and construction costs greater than \$2 million will be reviewed and approved by the Bureau Investment Review Board (BIRB). Projects over \$10 million in design and construction must be reviewed and approved by the Departmental Investment Review Board.

5. The Bureau will make investment decisions based on asset priority, condition, and sustainment rather than basing these decisions solely on project funding and elimination of deferred maintenance.

6. The Bureau will use the Facility Condition Index (FCI) and Asset Priority Index (API) as performance measures to determine the condition of a facility and to track condition status over time.

7. The Bureau will initiate use of an Asset Priority Index (API) to link the BIA mission to each existing and proposed building and structure in the asset portfolio. This will enhance the ability to determine which assets need repair, replacement, and disposition within the context of contribution to the mission.

(d) Construction in Progress (CIP). Construction in Progress is the accounting classification for incomplete projects that are in construction, but prior to completion. A project should be placed in CIP until it receives a Certificate of Occupancy, at which time it will be placed in service.

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 7

1. The Bureau will transfer completed projects from CIP to Real Property through the Fixed Asset Subsidiary Ledger (FAS), the property management subsystem of FFS, in a timely manner. This will ensure that all costs are then transferred to the new account.

2. The Bureau will implement proper procedures to reconcile CIP data with the Federal Finance System, Fixed Asset Subsidiary Ledger (FAS). See CIP Handbook for further instructions.

(e) The Bureau of Indian Affairs Facilities Management Information System (FMIS) shall be maintained onsite by the Office of the Chief Information Office (CIO) in conjunction with OFMC, and the data therein shall be used in relation to all Bureau-funded Construction and Operations and Maintenance budget and funding requests from either OFMC or the field.

(f) It is the policy of the Bureau of Indian Affairs to manage a Quality Facilities Management Program by ensuring that all Quality Assurance and Service Reliability standards are met, performing ongoing internal controls in program execution, project inspections, and cyclical program reviews.

(g) It is the policy of the Bureau of Indian Affairs that all funding provided by OFMC will only be used for the purposes for which the funds were originally intended. Types of funding include but are not limited to planning, design, construction, operations and maintenance.

(h) All appeals of decisions under this IAM issuance, including appeals of decisions related to planning, design and construction, shall be conducted under authority of 25 CFR, Chapter 1, Part 2, "Appeals from Administrative Actions."

(i) All entities receiving appropriated federal funds for the Facilities Management Program shall comply with the Project and Program communications/coordination protocol, which shall be adopted and revised periodically as needed by OFMC.

(j) All Facilities federal employees throughout the Bureau of Indian Affairs performing facilities-related functions for the Bureau of Indian Affairs, shall comply with written program and financial accountability performance standards to ensure quality control and efficiency of the program administered as authorized by federal laws. Tribal contract and grant staff will comply to the fullest extent possible.

E. Standards and Codes.

(1) Health and Safety Standards. It is Bureau policy that when existing Facilities are repaired, altered, improved, rehabilitated, or expanded, they will be brought into compliance with applicable federal, state, and tribal health and safety codes and standards. All Bureau-funded facilities that house approved Bureau programs and Bureau staff must meet safety and health standards identified in 25 BIAM, Supplement 18.

(2) Bureau Standards. The Bureau of Indian Affairs has officially adopted the National Fire Protection Association Life Safety Code 101 standards; Americans with

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 8

Disabilities Act; Uniform Building Code standards; Occupational Safety and Health Administration (OSHA); and handicapped or access codes. In addition, OFMC must comply with all the standards in the Design Handbook, including Leadership in Energy and Environmental Design (LEED) standards and NEPA compliance.

(3) Law Enforcement Standards. The Bureau of Indian Affairs will comply with Bureau Office of Justice Services (OJS) and Safety Standards.

(4) Value Engineering. It is Bureau policy to fully comply with OMB Circular A-131 and Department Manual 369 requirements for Value Engineering.

(5) Environmental Protection Agency (EPA) Water Standards. It is Bureau policy to fully comply with EPA standards concerning water and water treatment plants.

F. Manuals and Handbooks.

(1) Facilities Management Program Handbook. The administrative processes for implementation of BIA facilities functions and components are to be contained in the OFMC Facilities Management Program Handbook. This Handbook provides operational procedures pertinent to the specific function or component, including FMIS operational procedures. Individual Facilities Program components shall be administered in compliance with approved procedural handbooks that will include program and fiscal accountability standards or requirements.

- (2) OFMC Design Handbook
- (3) OFMC Construction Handbook
- (4) BIA Administrative Handbook
- (5) OFMC Technical Guidelines
- (6) OFMC Administrative Program Review Assessment Guide
- (7) OFMC/FMIS Training Manual
- (8) BIA Educational Space Guidelines
- (9) OFMC Handbook for Facilities Managers
- (10) OFMC Handbook for New Facilities Site Selection
- (11) "Construction Grants Exceeding \$100,000," Pub. L 100-297 Handbook
- (12) Internal Agency Procedures Handbook for Non-Construction Contracting Under Title I of the Indian Self-Determination and Education Assistance Act
- (13) Departmental Quarters Handbook
- (14) Construction-In-Progress (CIP) Accounting Management Handbook

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 9

- (15) Department of the Interior Asset Management Plan
- (16) Equipment Program Handbook
- (17) Boiler and Pressure Vessel Policy and Procedures

1.6 Organization. The Facilities Management Program (FMP) organization consists of the OFMC headquarters staff located in Albuquerque, N.M.; Regional OFMC Managers and their Regional staff located in ten of the BIA Regions; the Muskogee Regional FMP operated under Pub. L. 93-638; non-OFMC Agency and Location staff supervised locally by BIA Agency Superintendents; Education Line Officers and College Presidents; and tribal contract and grant staff providing Operations and Maintenance (O&M) services under Pub L. 93-638 and Pub. L. 100-297, respectively. Regional Facility Managers report to the Deputy Director, OFMC. OFMC does not provide direct daily maintenance and custodial services. Full responsibility for daily maintenance and custodial services rests with local BIA Agency Superintendents, Education Line Officers, College Presidents, and their (non-OFMC) Awarding Officials.

1.7 Scope. The Bureau's Facilities Management Program encompasses functions and components relating to all aspects of constructing, operating and maintaining Bureau-funded facilities. This includes planning, architectural design, engineering, construction management, contracting, equipping, evaluation, and other technical services related to the construction of new facilities and major rehabilitation, alteration, equipping, improvement, operation, maintenance, and the assessment of existing Bureau buildings and infrastructure. The Bureau carries out these responsibilities through the use of commercial contracts and interagency agreements, Indian self-determination contracts, self-governance compacts, and tribally-controlled school grants.

1.8 Responsibilities.

A. Office of the Assistant Secretary – Indian Affairs. The ultimate responsibility for all Bureau activities, including BIA Facilities is vested with the Office of the Assistant Secretary – Indian Affairs. (109 DM 8). The position of the Assistant Secretary is established under the authority contained in 43 U.S.C. § 1453. The Assistant Secretary of Indian Affairs is responsible for:

- (1) Serving as Trustee for strengthening the government-to-government relationship with tribes and individual Indians.
- (2) Approving and issuing regulations and Federal Register Notices.
- (3) Authorizing construction of employee housing units.
- (4) Identifying goals, providing direction, and establishing accountability for Facilities Management Programs; ensuring that goals are consistent with DOI objectives; and ensuring that results are measured against goals.
- (5) Serving as primary DOI contact for the development and review of policy proposals and approving and interpreting policies related to Indian affairs, including Facilities Management Policies.

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 10

(6) Recommending proposed legislation and approving regulations; reviewing legislative and regulatory proposals for consistency with approved policy; and overseeing implementation of laws and regulations.

(7) Approving and submitting the annual BIA budget request to Congress.

(8) Delegating authorities.

(9) Approving the organizational structure of BIA.

(10) Authorizing limited reprogramming of funds.

(11) Approving audit closeouts.

(12) Conducting appropriate consultation with Indian tribes, Bureau heads and offices, the Secretary of the Interior, the Solicitor, and other officials within DOI, OMB, Congress, and the public.

B. Office of Assistant Secretary – Indian Affairs, Deputy Assistant Secretary for Management. The Deputy Assistant Secretary, who reports to the Assistant Secretary, is responsible for providing oversight to the Offices of Budget, Acquisition and Property, Financial Management, Human Resources, and the Office of Facilities Management and Construction.

C. Office of Facilities, Environmental, and Cultural Resources. The Director, who reports to the Deputy Assistant Secretary for Management, is responsible for the management and administration of the Office of Facilities Management and Construction, Division of Environmental and Cultural Resources Management, and the Division of Safety and Risk Management. The Director provides program services to the Director, Bureau of Indian Affairs, and Director, Bureau of Indian Education and field organizations for these programs (130 DM 9.5). OFMC's compliance with the laws, regulations, and codes governing OFMC's safety, environmental and historical preservation design and construction programs is monitored by the Division of Safety and Risk Management and the Division of Environmental and Cultural Resources Management.

D. Office of Facilities Management and Construction. The Deputy Director, who reports to the Director, Office of Facilities, Environmental, and Cultural Resources, is responsible for managing all activities, policy guidance, technical services, and functions related to the construction of new facilities and major rehabilitation, including alternation, equipping, improvement, operation, maintenance, fire protection, code compliance and evaluation of Bureau-owned or Bureau-operated buildings, utilities, and grounds, including employee housing. The office is also responsible for establishing policies and procedures for the management of the Structural Fire Protection programs (130 DM 9.5A). OFMC has two Divisions at its headquarters office.

(1) The Division of Program Planning, managed by a Division Chief and a Deputy Division Chief, provides project management for facility construction and repair programs. The Division of Program Planning also develops policies, procedures, and guidance, and provides project management services and technical assistance relating to construction. In addition, the Division of Program Planning evaluates needs and sets priorities for construction

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 11

projects and manages a National Equipment Program, which provides furniture and equipment to schools (130 DM 9.5A(1)).

(2) The Division of Operations and Maintenance, managed by a Division Chief and a Deputy Division Chief, develops policies, procedures and guidance and provides programs for maintenance of facilities, sites, grounds and core water systems, including the preventive maintenance component. The Division also administers and manages the Bureau Energy Management and Employee Housing Program, as well as the Facilities Improved eXcellence through Increased Training (FIXIT) Technical Training Program for ensuring efficient life-cycle operation of facilities. The Division also has responsibility for execution of the Bureauwide Program Review effort (130 DM 9.5A(2)).

(3) Regional Facility Management Offices are satellite offices of OFMC located at the Regions and are structured and staffed to provide Facilities Program implementation for both OFMC Divisions, as well as technical services to field Locations within their defined jurisdictions and for other Regions or Locations, as authorized by the Deputy Director, OFMC. OFMC Regional Facility Management Officers are the Regional Line Officials of the Facility Management Program, and report directly to the Deputy Director, OFMC.

(4) Specific duties of OFMC Headquarters and Regional Staff include:

(a) Administration:

1. Liaison with the Chief Financial Officer to manage Congressionally-appropriated funds to plan, design, and construct major projects and to renovate existing facilities.

2. Planning and formulating annual program budgets through assessment and prioritizing of construction projects for budget formulation for all Facilities Management construction and operations.

3. Technical assistance to include FMIS management to assist local field programs with their daily O&M planning and annual budget preparations for daily maintenance and custodial programs.

4. Providing fiscal and programmatic oversight of the Bureauwide Facilities Management Program, including those programs operated under tribal grants, contracts, compacts, and Memoranda of Agreement (MOAs).

5. Establishing policies for the nationwide Bureau Facilities Management Program.

6. Establishing procedures for managing the Office of Facilities Management and Construction.

7. Liaison with the Director, Bureau of Indian Education (BIE); and with BIE officials, who are responsible for timely, efficient and effective Pub. L. 100-297 Grant administration services for facilities, which are required to support OFMC key services. OFMC staff also coordinates construction services with BIE facilities liaisons per 100 DM 8.3, B.

#89

Replaces 46 BIAM February 1984

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 12

8. Liaison with staff of the Chief Financial Officer and the Chief, Division of Acquisition for commercial contract administration, to provide timely, efficient and effective contracting services for the Office of Facilities Management and Construction.

9. Liaison with the Chief Financial Officer and the Chief, Division of Property, to coordinate Construction-In-Progress (CIP) and all real and personal property issues of the FMP.

10. OFMC policies and procedures support respective compliance functions of the Division of Safety and Risk Management (DSRM), and with the Director, Property Management, through the Chief Financial Officer. The Chief Financial Officer will monitor local grant/contract officials' and Bureau Line Officers' compliance with Bureau property, and acquisition policies and procedures.

(b) Program:

1. Assuring the public trust through effective program management, fiscal prudence, quality, and timeliness of work.

2. Providing architectural and engineering planning, design and construction services for Bureau-funded facilities to tribes and tribal entities such as school boards, and architectural and engineering technical assistance to tribes for requested assistance in other than Bureau-funded projects, as appropriate.

3. Coordinating Education Construction with the Director, BIE, in OFMC management of the Construction Program, FMIS, funding, operations and maintenance services.

4. Coordinating with the Bureau managers responsible for administration, trust and law enforcement programs for management of the Construction Program, FMIS, O&M, and all operations and maintenance services provided by OFMC for facilities utilized by the Bureau of Indian Affairs.

5. Providing accurate and up-to-date FMIS information, paying particular attention to the accuracy and completeness of inventory data, which impacts the operation of the entire FMIS system. FMIS data is used to support O&M Allocation Formula funding requirements, and other FMIS modules rely on accurate data for planning and prioritizing work. This data includes inventory (including buildings, utility systems, grounds, and equipment), backlog, budget, project management, work tickets, safety, and environmental data for education, law enforcement and non-education facilities and core water systems facilities.

6. Reconciling FMIS data to the FFS Fixed Asset Subsystem, a DOI Property Management inventory system.

7. Maintaining the Quarters Management Information System (QMIS), which is used to calculate and receive Quarters rental rates, and distribute these receipts for O&M and repairs to Quarters. New Quarters Property Management duties are outlined in Chapter 5.4.D.

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 13

8. Coordinating facilities construction and demolition of buildings with BIA Regional Directors, Agency staff, and Bureau property management officials.

9. Coordinating environmental cleanup with the Chief, Division of Environmental Services, and Regional Environmental Managers, who are responsible for environmental audits of all BIA facilities and operations, monitoring compliance with the National Environmental Policy Act, and coordinating Indian Affairs environmental justice activities.

10. Coordinating building renovation and construction projects with the Chief, Division of Safety and Risk Management (DSRM) and Regional Safety Managers, who are responsible for the issuance of the Certificate of Occupancy for buildings. Responsibilities of DSRM include compliance evaluation/inspections of Bureau-controlled facilities and equipment for safety and health hazardous conditions and corrective actions.

11. Coordinating site protection issues with the Chief, Division of Environmental Management, and Regional Environmental and Cultural Resources Managers, who are responsible for monitoring compliance with requirements of State Historic Preservation Offices, the Archeological Resources Protection Act, the Native American Graves Protection and Repatriation Act, and the Bureau's museum property and sacred site protection programs.

12. Performing planning, acquisition, delivery and installation of new equipment and furniture for new BIA-funded school replacement and Facilities Improvement and Repair (FI&R) construction projects, portable classrooms, new BIA Law Enforcement detention facilities, and new tribal school and detention construction projects, as requested by the tribes.

13. Maintaining a Facilities Management Training component that is based on program priorities and is responsive to facilities management employees and building occupant needs, with emphasis on reducing life safety deficiencies and code violations.

14. Providing quality training for Bureau facilities employees as well as for tribal employees directly engaged in Bureau-funded facilities operations and maintenance, for the purpose of maintaining or acquiring established standards of competency.

15. Establishing, approving, reviewing, and maintaining chapters in the handbooks.

16. Reconciling FMIS to FFS and providing relative reports to OFMC management. Project Management staff shall be FMIS and FFS trained.

17. Administer and manage the Bureau Energy Program and Annual Reporting requirements.

18. Ensuring that proper documentation is maintained in accordance with established National Archives and Records Administration (NARA), DOI, BIA, Office of the Special Trustee (OST), OFMC and Division of Acquisition records management policies and procedures for Facilities programs, to include detailed project case files. OFMC requirements include consistent data collection for case files, and ongoing required monitoring

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 14

documentation. Files should include reconciliation processes and procedures for the cost, schedule, and performance of the contract, and the current financial status of the files.

a. Project Case File requirements shall include:

- Standard Table of Contents.
- Numbering and Section system as established by Records Management staff and listed in the OFMC Handbook.
- Monitoring log, including site visits, receipt of financial status reports, and Single Audits.
- FFS financial information related to each obligation, modification, or payment.

- Close-out guide in each file.

b. As-Built Drawings. These drawings are required to enter inventory information into FMIS and to generate O&M funding, as well as to provide reference material for repairs or improvements. Paper copies will be provided to the Location, Agency, Region and OFMC. An AutoCAD copy on Compact Disk (CD) is desired, as well. According to NARA requirements, a paper copy will be sent to the National Archives for disposition, rather than a CD.

c. Awarding Official Files. Awarding officials include Pub. L. 93-638 Contracts and Grants Officers, Pub. L. 100-297 Grants Officers, and Warranted Contracting Officers. It is the Awarding Official's responsibility to resolve audits and maintain the audit report. Awarding officials are also responsible to be FFS-trained, and to perform a reconciliation of the amounts awarded in the contracts/grants file to FFS. This is to ensure that obligations were entered timely and properly and that modifications and disbursements were properly recorded. Awarding official files should include:

- Any audited financial statements.
- OMB A-133 Single Audit reports.
- Contractual or grant information as per type of procurement.
- Amount and disposition by recipient; project cost; amount of funding supplied by other sources.

- Determination of allowability of questioned costs.
- Determination of whether a misapplication of funds by BIA has occurred.

- Close-out guide in each file.

#89

Replaces 46 BIAM February 1984

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 15

(c) Additional duties of Regional Facility Management Offices:

1. Supporting all aspects of OFMC Program responsibilities, organized and executed under the two major OFMC Divisions in implementing and managing the Facilities Management Program at the Region, Agency and Location levels.
2. Developing all Regional Program budgets including staffing, and executing all related distributions of Regional Program funding.
3. Managing Regional Improvement and Repair (I&R) construction programs, and providing major FI&R and Replacement Construction Program services where assigned by the Deputy Director, OFMC.
4. Providing Regional level FMIS management and program approval functions.
5. Managing the Regional FMIS facilities inventory to include scheduling and completion of improvements and repair, and monitoring of field performance of routine maintenance. It also includes the coordination of the real property, land titles, and records data within their respective Regional counterparts. It also includes coordinating with Regional Real Property title and ownership issues including new facilities, demolition and site planning.
6. Providing technical assistance and oversight of the local facilities management operations and maintenance programs of the agencies, sub-agencies and field stations, including those operated under Pub. L. 93-638 and Pub. L. 100-297.
7. Coordinating closely with Regional, Agency and local officials, working closely with Regional Directors, Agency Superintendents, Office of Indian Education Program Line Officers (ELO), Office of Law Enforcement officers, and other Regional Program staff, higher-level offices, tribal councils, school boards, and other government agencies and facility users to ensure that Regional facilities management services and programs adequately meet their needs, and assisting with prioritization of projects.
8. Providing Agency and Location-level direct facilities operations and maintenance services (reference 1.8, E. Facilities Program Responsibilities – Agency and Location levels).

E. Facilities Program Responsibilities – Agency and Location Levels.

(1) Agencies are organizational entities that serve a defined geographical area. BIA Agencies may be under the direction of a BIA Agency Superintendent or an BIE Education Line Officer. The Agency Facility Manager or other officer in charge is responsible for two major functions: planning and work management for the routine maintenance of Bureau-funded facilities. Work management may include some oversight of improvements and repair projects. Locations may consist of schools, detention centers, lookout towers, centralized work centers, pump stations, or communications sites.

Agency and Location-level facilities management programs have the following responsibilities:

INDIAN AFFAIRS MANUAL

Part: 80
Chapter: 1

Facilities Management Program
General Guidelines

Page 16

(2) Program Planning.

(a) Developing improvement and repair backlogs and estimates of O&M workloads.

(b) Assisting Superintendent or ELO in working with the tribe to establish program and project priorities.

(c) Preparing program based on workload, priorities, and anticipated funding.

(d) Preparing annual financial and work plans.

(3) Program Execution.

(a) Validating and entering facilities management data into the Facilities Management Information System (FMIS). When the Agency and Locations do not have FMIS on site, other arrangements must be made through the Deputy Director, OFMC to validate and enter facilities management data into FMIS. The collection and maintenance of this data is essential for the development of all Facility Management programs, as it is the basis for developing maintenance schedules and justifying funding and staffing requirements.

(b) Requesting funding and other resources for Agency and Location programs, and coordinating facilities activities with the Superintendent, ELO, and other branches to ensure activities meet the needs of concerned parties.

(c) Providing Agency approval authority for facilities management and Location inventory data in FMIS.

(d) Performing all day-to-day O&M for the Agency/Location.

(e) Providing oversight and guidance for the day-to-day facilities management component repair and improvement work performed at Agencies and Locations.

(f) Serving as Collateral Safety Officers to promote safe facilities and personal safety by conducting safety inspections, eliminating unsafe conditions, and reporting these through the FMIS Safety Inspection module.

(g) Other collateral duties include coordinating structural fire protection, housing and environmental issues.

(h) Monitoring, performing, and recording scheduled maintenance, including the annual financial plan and work plans.

(i) Providing for the procurement and distribution of utilities and services essential to Operations at all Bureau installations and to other federal users, as needed. This includes utilities such as heating, cooling, electricity, water, sewer, and communications.

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 1

General Guidelines

Page 17

(j) Collecting reimbursements for utilities and services including overhead reimbursement for labor, materials, and supplies, in accordance with commercial rates. (Where the Bureau's utility systems are greater than required for its needs at remote locations, other non-federal users located immediately adjacent to the Bureau's facilities may be made available if these other users would otherwise be denied such services.)

(k) Inspecting facilities to identify deficiencies, and initiating corrective action.

(l) Promoting Energy Conservation and management programs.

(m) Requesting FIXIT technical training for staff with the OFMC Training Official.

1.9 Facilities Management Internal Controls. OMB Circular A-123, "Management Accountability and Control," states that management accountability expects managers to be responsible for the quality and timeliness of program performance, increasing productivity, controlling cost, mitigating adverse aspects of Agency operations, and assuring that programs are managed with integrity and in compliance with applicable law. The circular requires every federal Agency to conduct a management review of their programs in relation to waste, fraud, and abuse.

OFMC has Bureauwide responsibility for establishing, prioritizing, funding, overseeing, monitoring, documenting, and evaluating the Bureau's facilities management programs and functions. OFMC has developed a process for cyclic evaluation of selected agencies, field offices and facilities for the purpose of improving the Facilities Management Program (FMP). The evaluation authorities and criteria adhere to guidance contained in 5 IAM, "Management Accountability and Management Controls." Definitions of terms are listed in the Facilities Management Program Handbook.

In addition to construction and operations and maintenance criteria, OFMC has a responsibility to adhere to Acquisition, Human Resources, Property Management, Budget, Financial Management, and Records Management criteria when providing oversight and evaluation of facility programs. Components of this quality program include program planning and development; project management; facilities inspections; records management; program reviews as listed above; congressionally-mandated reports; safety inspections; and quality assurance and service reliability.