

SECTION 1-5: ROLES AND RESPONSIBILITIES

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1-5-20 GUIDANCE AND INFORMATION

HHS facilities program roles and responsibilities are as follows:

A. UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES

The Department of Health and Human Services is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

B. THE OFFICE FOR FACILITIES MANAGEMENT AND POLICY

The Office for Facilities Management and Policy (OFMP) provides Department-wide leadership and direction in master planning; facilities planning and design, construction, leasing, operations and maintenance, and space utilization; and management programs (environmental management, historic preservation, energy management, and occupational safety and health). OFMP provides technical assistance to HHS Operating Divisions (OPDIVs) in evaluating the effectiveness of their facilities programs and policies and fosters creativity and innovation in the administration of these functions and the Capital Investment Review Board. OFMP serves as HHS representative to other federal and non-federal agencies and is the focal point reporting to OMB and the Federal Real Property Council (FRPC) on facilities activities and performance.

C. SENIOR REAL PROPERTY OFFICER

The Deputy Assistant Secretary, Office for Facilities Management and Policy is designated as the Senior Real Property Officer for HHS. Established by Executive Order 13327, the Senior Real Property Officer is designated among the senior management officials within each agency. This Senior Real Property Officer serves as the senior manager tasked with developing and implementing an agency asset management plan. Specifically, the Officer is responsible for:

- identifying and categorizing all real property owned, leased, or otherwise managed by the agency,
- prioritizing actions to be taken to improve the operational and financial management of the agency's real property inventory;
- making life-cycle cost estimations associated with the prioritized actions;
- identifying legislative authorities that are required to address these priorities;
- identifying and pursuing goals, with appropriate deadlines, consistent with and supportive of the agency's asset management plan and measure progress against such goals;
- incorporating planning and management requirements for historic property under Executive Order 13287 of March 3, 2003, and for environmental management under Executive Order 13148 of April 21, 2000; and
- identifying any other information and pursue any other actions necessary to the appropriate development and implementation of the agency asset management plan.

D. FEDERAL REAL PROPERTY COUNCIL

Established by Executive Order 13327, the Federal Real Property Council serves as a working group to facilitate the success of the agency's asset management plans. The Council is composed of all agency Senior Real Property Officers, the Comptroller of the Office of Management and Budget, and the Administrator of General Services. The Deputy Director for Management of the Office of Management and Budget is a member and serves as the chair of the Council. The Council establishes appropriate performance measurements for evaluating the costs and benefits involved with acquiring, repairing, maintaining, operating, managing, and disposing of federal real properties at particular agencies. The Council also serves as a clearinghouse for best practices in evaluating actual progress in the implementation of real property enhancements.

E. HHS ORGANIZATIONS WITH REAL PROPERTY MANAGEMENT RESPONSIBILITY

HHS organizations with real property management responsibility perform day-to-day execution of the facilities management program including master planning; facilities design, construction, leasing, operations and maintenance, space utilization; and management programs (environmental management, historic preservation, energy management, and occupational safety and health). These organizations develop and implement internal procedures necessary to comply with departmental policy and guidance including all statutory and regulatory requirements

F. HHS CAPITAL INVESTMENT REVIEW BOARD

1. Purpose of the Board: The HHS Facility Capital Investment Review Board (hereafter referred to as the Board) was established on June 9, 2003 to make recommendations for strategic management of HHS real property assets and to advise the Secretary, the Assistant Secretary for Administration and Management (ASAM) and the Senior Real Property Officer (SRPO) on major facility capital investment issues. The Board also advises, assists, consults with, and makes recommendations to the ASAM, the Secretary, and when appropriate the Assistant Secretary for Resources and Technology and Finance (ASRT), regarding the broad range of responsibilities.

2. Authority of the Board: The ASAM has delegated oversight authority and provides direction to all HHS Operating Divisions (OPDIVs) with facility acquisition and operation responsibilities and land acquisition authority. OMB Circular A-11, Part 7 identifies a formal capital asset management infrastructure as a best practice. It further states that “An Executive Review Committee, acting for or with the Agency Head, should be responsible for reviewing the agency’s entire capital asset portfolio on a periodic basis and making decisions on the proper composition of agency assets needed to achieve strategic goals and objectives within budget limits.” This Board will implement the responsibilities assigned the “Executive Review Committee.”

3. Board Functions: The Board provides advice and makes recommendations to the Secretary, the ASAM, the SRPO, and the ASRT on a range of issues to include: 1) the development of facility capital investment guidelines; 2) the development of guidelines to implement an investment review process that provides strategic planning for and oversight and guidance of facility investments; and 3) regular monitoring and proper management of these investments, once funded. One of the outputs of the investment review process is a regular update of HHS’ investment portfolio or plan that supports HHS strategic objectives.

Matters reviewed by the Board include but are not limited to:

- OPDIV investments that are \$10 million or more;
- All land acquisitions and master plans;
- Department-wide investments that affect multiple organizations;
- Investments that have a significant impact on a single OPDIV;
- OPDIV investments that the Office of the Secretary determines to have significant risks; high development, operating or maintenance costs; or have high public visibility;
- Major repair and improvement (alteration and renovation) projects that are \$10 million or more.

4. Board Structure: The Board will consist of all OPDIVs Heads with facility acquisition and operation responsibilities and land acquisition authority, including the acquisition of land through donation, and STAFFDIV Heads who have oversight responsibilities that directly involve implementing facilities functions. At present these members include:

- Deputy Assistant Secretary for Facility Management and Policy (DAS OFMP) (Board Chair and SRPO), Assistant Secretary for Administration and Management (ASAM)
- Assistant Secretary for Resources and Technology (ASRT) or designee

- Assistant Secretary for Legislation or designee
- Assistant Secretary for Planning and Evaluation or designee
- CDC Director (or designee)
- FDA Commissioner (or designee)
- IHS Director (or designee)
- NIH Director (or designee) and
- Up to three at-large appointments (no term limitation), who are recommended by the ASAM and ASRT and approved by the Secretary.

5. Budget and Document Review Process: The submission of proposed projects for consideration by the Board will be properly identified and included with the Department's annual budget formulation and review process, which are presented to the Board in June of each year. The applicable OPDIV will provide the Board with those matters, as identified above, for which a funding requirement is being requested in the budget submission, including funding of studies, planning, and design for out-year projects. Documentation for projects will be provided by June 1 each year for distribution to the other Board members. Projects will be reviewed by the Board and recommendations made to the ASRT, on each project for consideration at the Secretary's Budget Council meetings.

6. Master Planning Review Process: The submission of Master Plans, proposed land acquisitions, and other planning actions, not project specific, for consideration by the Board will be presented and considered in January of each year. The applicable OPDIV will provide the Board with those matters for which clearance and/or approval is being requested. Documentation will be provided at least 3 weeks in advance of the scheduled meeting for distribution to the other Board members.

The Board may reconvene after the OMB pass-back to provide advice to the Secretary regarding the implication of OMB's recommendations. Additional meetings may be convened (in person or electronically) by the Board Chair to review the status of ongoing projects and, in unique and special cases (i.e., National emergency, Congressional mandate, etc.), or to review required out-of-cycle projects.