

SECTION 1-1: PLAN OF THE MANUAL

1-1-00	Policy
10	Procedures
20	(Reserved)
30	(Reserved)

1-1-00 POLICY

This section presents information regarding the organization and distribution of the United States Department of Health and Human Services (HHS) Facilities Program Manual, as well as the responsibility for its maintenance. This Manual supersedes all of Volume II of the PHS Facilities Manual.

A. ORGANIZATION

The HHS Facilities Program Manual consists of chapters that represent major subject categories. The chapters are further broken down into sections, each of which shall set forth HHS policies and procedures with respect to Departmental facilities-related subjects. The sections are generally organized in sub-sections as follows: Policy, 1-1-00; Procedures, 1-1-10; Guidance and Information, 1-1-20; and Reporting Requirements, 1-1-30. Exhibits/Appendices are included in the manual as necessary to disseminate forms, examples, and additional detailed information.

The numbering system for manual chapters shall be in accordance with the recommended guidelines in the HHS General Administrative Manual (GAM) dated Oct 31, 1995.

B. DEVELOPMENT AND MAINTENANCE

1. The Deputy Assistant Secretary (DAS), Office for Facilities Management and Policy, Office of the Secretary (OFMP, OS) is responsible for the development and maintenance of this manual.
2. Changes to the HHS Facilities Program Manual will be issued by the DAS OFMP/OS.
3. Users of this manual are encouraged to submit proposed corrections, updates, and improvements to OFMP for consideration.
4. It is OFMP's standard practice to solicit input on proposed changes from affected parties prior to publishing a change to the manual.

C. DISTRIBUTION

1. The HHS Facilities Program Manual will be distributed to each HHS Operating Division (OPDIV) and Staff Division (STAFFDIV) responsible for the budget formulation, planning, design, construction, leasing, operation, maintenance, remediation, and disposal of HHS Facilities. Compliance with HHS policy guidelines and requirements outlined in the manual is the responsibility of each HHS OPDIV and STAFFDIV. Appropriate distribution within each agency shall be assured at the agency level. Recipients should include those responsible for operations and maintenance requirements throughout the real property life cycle.
2. The manual will also be updated and posted on the HHS Web site for the Office for Facilities Management and Policy, Office of the Secretary.

D. EFFECTIVE DATE

This manual is effective February 15, 2007. Changes to the manual will be forwarded with an HHS Issuance Notice. The date of the HHS Issuance Notice shown at the top of each page of each chapter/section shall be the effective date of the chapter/section.

1-1-10 PROCEDURES

APPLICATION OF THE HHS FACILITIES PROGRAM MANUAL

Volume I of the Manual covers planning, programming, budgeting, approval, acquisition, development, improvement and delivery of HHS facilities. Volume II of the Manual applies to the overall operations and maintenance of HHS facilities. The guidance contained herein is applicable to all HHS organizations responsible for management of leased or owned real property assets.

The policies in this Manual shall apply unless otherwise provided by law or regulation. This Manual shall not be construed to alter any law, executive order, rule, regulation, treaty or international agreement. The Department expects that HHS OPDIVS and STAFFDIVS will comply with this Manual. However, noncompliance with this Manual shall not be interpreted to create a substantive or procedural basis to challenge agency action or inaction.