

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

Purpose of the Board: The HHS Facility Capital Investment Review Board was established to make recommendations for strategic management of HHS real property assets and to advise the Assistant Secretary for Administration and Management (ASAM) and the Secretary 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 Budget Technology and Finance (ASBTF), regarding the broad range of responsibilities.

Authority of the Board: See Volume 1 of this manual for additional information on the responsibilities, authorities, and matters which require review the board.

1-5-30 REPORTING REQUIREMENTS

The Senior Real Property Officer shall, on an annual basis, provide to the Director of the Office of Management and Budget and the Administrator of General Services:

- (i) information that lists and describes real property assets under the jurisdiction, custody, or control of that agency, except for classified information; and
- (ii) any other relevant information the Director of the Office of Management and Budget or the Administrator of General Services may request for inclusion in the Government-wide listing of all Federal real property assets and leased property.