

## PREFACE

The HHS Facilities Program Manual sets forth overall general Departmental policy and guidance to HHS personnel who are responsible for directing and managing HHS facility activities. The intent of this manual is to promote excellence in the management and good stewardship of HHS facilities from facilities budget formulation to facility remediation and disposal.

The 2006 edition of the HHS Facilities Program Manual succeeded the Public Health Services (PHS) Facilities Manual that was last updated in early 1995. The 2006 edition incorporated the requirements of Executive Order (EO) 13327, “Federal Real Property Asset Management” and recognized the importance of real property resources through increased management attention, the establishment of clear goals and objectives, and improved policies and levels of accountability. Real property management continues to evolve with the increased emphasis on creating greater efficiencies and improving sustainability. In this regard, the ongoing update of this Manual is one of many elements in providing real property guidance to the HHS real property infrastructure. The HHS Facilities Program Manual consists of two volumes.

Volume I provides policy and guidance on the delivery of new and renovated HHS facilities from budget formulation to occupancy. It is intended to help guide HHS facilities personnel in understanding and better managing the fiscal and capital assets entrusted to them by the American tax payer. It emphasizes early planning and the importance of project definition. This volume addresses major Federal initiatives and concerns such as protecting the environment; sustainable design; historic preservation; accessibility for person with disabilities; and value engineering.

Volume II provides policy and guidance in overall real property management from occupancy through the disposal of assets. It is intended to help guide HHS facilities personnel in the ongoing operations and maintenance, regulatory compliance and disposal of unneeded assets.

The HHS Facilities Program Manual aligns the HHS facilities program with the HHS mission, “protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.” This manual also aligns the Department with a national imperative for good stewardship of America’s real property assets. To all who have assisted in the development and updates of this Manual, I extend my sincerest thanks.

Howard D. Kelsey  
Deputy Assistant Secretary  
Office for Facility Management and Policy

Date: May 16, 2011