

SECTION 1-1: PLAN OF THE MANUAL

- 1-1-00 Policy
- 10 Procedures
- 20 Guidance and Information
- 30 (Reserved)

1-1-00 POLICY

This section describes organization, maintenance, distribution, applicability and guiding principles of the HHS Facilities Program Manual. This Manual supersedes all of Volume I, Parts 1- 5, of the PHS Facilities Manual.

A. ORGANIZATION

1. The HHS Facilities Program Manual consists of chapters, which 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. Exhibits/Appendices are included in the manual as necessary to disseminate forms, examples, and additional detailed information.
2. 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.

Example:

Chapter .....	1
Section .....	1-2
Sub-Section .....	1-2-10
Paragraph .....	A
Subparagraph .....	A.1
Exhibit .....	X1-2-A
Exhibit .....	X1-2-B

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.

3. Exhibits to sections of this manual are numbered by placing an "X" before the section number and placing the exhibit letter immediately after the section number. As an example, Exhibit B to Section 1-2 would be numbered Exhibit X1-2-B.

B. MAINTENANCE

1. The Deputy Assistant Secretary (DAS), Office of Facilities Management and Policy, Office of the Secretary (OFMP, OS) is responsible for the 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 OPDIV shall be assured at the OPDIV 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 of Facilities Management and Policy, Office of the Secretary. (<http://www.hhs.gov/asam/ofmp/index.html>)

### D. EFFECTIVE DATE

This manual is effective May 19, 2006. 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 change.

1-1-10 PROCEDURES

### APPLICATION OF THE HHS FACILITIES PROGRAM MANUAL

Volume I of the Manual applies to the planning, programming, budgeting, approval, acquisition, development, improvement and delivery of HHS facilities. The guidance contained herein is applicable to all HHS organizations (Operating Divisions and Staffing Divisions) responsible for management of leased or owned real property assets. Unless noted otherwise in each section, this Manual applies to all leased, owned, or otherwise managed real property assets. This Manual does not apply to the Indian Health Service Sanitation Facilities Construction Program or to facilities both tribally owned and operated. Volume II of the Manual will cover operations, maintenance, and disposal of HHS real property.

The policies in this Manual shall apply, unless provided otherwise by law or regulation. The Manual shall not be construed to alter any law, executive order, rule, regulation, treat 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 for a non-Federal party to challenger agency action or inaction.

1-1-20 GUIDANCE AND INFORMATION

GUIDING PRINCIPLES OF THE HHS FACILITIES PROGRAM MANUAL

Investment decisions with regard to agency real property assets need to be integrated with and supportive of core mission activities to effectively manage and optimize real property assets. To facilitate integrating real property asset management decisions with the agency mission requires two elements – a clear understanding of the agency’s mission that drives the allocation and use of all available resources (human capital, physical capital, financial capital and technology/information capital) and an effective decision-making framework. HHS facilities shall be planned and delivered to best meet the functional, safety, and environmental needs of the programs and missions they house.

- **Environmental and Functional Needs:** HHS buildings shall provide an environment in which occupants can perform their work with maximum efficiency at the optimum level of comfort. Real Property Management decision-making will support agency missions and strategic goals. Appropriate levels of investment will be made in real property assets to advance customer satisfaction.
- **Safety, Health and Security:** HHS buildings shall provide an environment that is safe and healthy for occupants, and that, to the greatest extent possible, offers them maximum protection during emergencies or disasters.
- **Economy:** HHS facilities shall be planned and delivered at the most reasonable cost in terms of combined initial and long-term expenditures, without compromising other mission requirements. HHS will accurately inventory and describe all of its assets in order that full and appropriate utilization of space can be promoted. Life-cycle cost-benefit analysis shall be employed to explore alternatives for satisfying new requirements. HHS will dispose of unneeded assets.
- **Conservation and Resources:** Energy and water conservation shall be given prime consideration in the planning and delivery of HHS facilities. Products, materials, and systems shall be selected with a view toward minimizing the use of nonrenewable resources.
- **Preservation of historic and cultural resources** shall be given full consideration in planning and delivery of HHS controlled real property assets and federally assisted undertakings.
- **Sustainable Design:** The planning, acquiring, siting, designing, building, operating and maintaining of HHS facilities shall take into consideration sustainable design principles including integrated design, energy performance, water conservation, indoor environmental quality and materials