



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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To: All BIE, BIA, and Central Office Programs Supporting BIE Funded Schools
Associate Deputy Directors
BIE Facility Managers
Regional Directors
Regional Facility Managers

From: Director, Bureau of Indian Education
Director, Bureau of Indian Affairs
Director, Office of Facilities, Property, and Safety Management

Subject: Facilities Management Communication and Organizational Roles and Responsibilities Clarification

I. Background:

The Department of the Interior (DOI), Office of Indian Affairs (IA) has undertaken significant reorganization and transformation beginning with the Secretarial Order 3329 calling for the decentralization of many operational administrative functions¹ to the Bureau of Indian Affairs (BIA) Regions. Subsequent Departmental Manual (DM) changes formalized the realignment of operational administrative functions in May 2015². While these operational administrative functions were being realigned, Secretarial Order 3334³ directed that the Bureau of Indian Education (BIE) be restructured and include the creation of school support solution teams that would augment the capacity of operational administrative functions to more directly support the BIE funded schools. The BIE is in the process of working with their schools, the BIA, and Office of Facilities, Property, and Safety Management (OFPSM) to define, staff, and implement a more effective and efficient organizational structure to help maximize school performance and improve responsiveness to support needs.

¹ DOI Secretarial Order 3329, signed October 22, 2013, authorized the realignment and reassignment of operational administrative functions (acquisitions, financial management, budget, facilities management, financial management, property management, and safety management) from the Office of the Assistant Secretary – Indian Affairs, Office of the Deputy Assistant Secretary – Indian Affairs (Management) (DASM) to the Bureau of Indian Affairs (BIA) - Offices of the Regional Directors.

² The DOI published the DM 130 Chapter 6, Office of the Deputy Bureau Director – Field Operations on May 01, 2015, and the DM 110, Chapter 8, Office of the Assistant Secretary for Indian Affairs on May 05, 2015 to formally adopt the realignment changes.

³ DOI Secretarial Order 3334, signed June 12, 2014, called for the restructuring of the BIE into an innovative organization that will improve operations for both tribally-controlled and BIE-operated schools. This included the creation of school support solutions teams supporting the offices of each Associate Deputy Director.

II. Purpose:

IA recognizes the importance of Indian education in our nation. It is understood that not only the quality of education provided in the classroom, but the auxiliary services required to maintain the classroom and facilities themselves that play pivotal roles in the future of our nation's youth. For that purpose, the BIE, BIA, and OFPSM are committed to work in cooperation to support the development of an organizational facilities support system that provides safe, effective, and supportive infrastructures that promote quality learning throughout BIE funded schools.

III. General Roles and Responsibilities of Facilities Management Personnel

The BIE, BIA, and OFPSM are committed to working and communicating with each other to develop effective and efficient roles and responsibilities during the transitional period and for the long-term. Table 1 identifies basic roles and responsibilities for facilities management personnel across each organization and throughout the leadership and management spectrum.

Table 1. General Roles And Responsibilities Of Facilities Management Program Personnel

Program	Program Level	Role	Responsibility
BIE	Site/School	School Facilities Management Personnel	Review, Maintain and Update Indian Affairs – Facilities Management System (IA-FMS) Data, including creation and completion of Operations and Maintenance (O&M) Work Orders, creation of Deferred Maintenance Work Orders, development and establishment of deficiency Abatement Plans, creation of location and asset records, management of site, location and asset records and decommissioning locations in adherence to IA Facilities Management Program Policies, Regulations and other guiding codes and standards regarding IA-FMS. Funding Requests for Deferred Maintenance and Emergency Reimbursements will be submitted by the Site/School Facilities Management Personnel to the BIE Facility Manager and to the BIA Regional Facility Manager.
		Principal/School Board	Oversight, Monitoring and Supervision of Facilities Management Personnel Activities that adhere to IA Facilities Management Program Policies, Regulations and other guiding codes, standards and scheduled reporting dates regarding IA-FMS data maintenance and updates.

	BIE Associate Deputy Director Facilities Support Office	BIE Regional Facility Manager	<p>Oversight, Monitoring and Evaluation of BIE Operated Site /School Adherence to IA-FMS Policies, Regulations and other guiding codes and standards regarding IAFMS data entry and data maintenance. BIE Facilities Management reviews and approves and/or disapproves, work order submittals, funding and other requests entered by Site/School. Provides concurrence and/or disapproval of emergency funding requests and provides Technical Assistance to Site/School in all areas of IA-FMS operability. When Improvement & Repair Projects are funded, administers the projects as Commercial Projects.</p> <p>Oversight, Monitoring and Evaluation of Tribally Controlled Site /School Adherence to IA-FMS Policies, Regulations and other guiding codes and standards regarding IA-FMS data entry and data maintenance included in Grant, Contract or Compact Agreement. BIE Facilities Management reviews and approves/disapproves, work order submittals, funding and other requests entered by Site/School. Provides concurrence/disapproval of emergency funding requests and provides Technical Assistance to Site/School in all areas of IA-FMS operability. When Improvement & Repair Projects are funded, administers the projects as Commercial Projects.</p>
		Education Program Administrator	<p>Oversight, Monitoring and Evaluation of BIE Regional Facility Manager activities regarding BIE Operated and Tribally Controlled Site /School Adherence to IA-FMS Policies, Regulations and other guiding codes and standards regarding IA-FMS data entry and data maintenance and included in Grant, Contract or Compact Agreement to ensure appropriate data entry, maintenance and funding requests are being utilized.</p>
	BIE Associate Deputy Director - Tribally Controlled Schools	Associates Deputy Director	<p>Delegated ultimate BIE authority and responsibility for oversight, monitoring, evaluation, guidance and establishment of corrective actions of Education Resource Center, Education Program Administrators and Site/School within the Associate Deputy Director's area of responsibility.</p>

	BIE Director	BIE Director	Ultimate responsible party for the oversight and management of the implementation, administration and required compliances for the BIE funded Facilities Management Programs serving 183 schools and 2 colleges within the BIE school system. The Director, BIE is responsible for first line supervisory accountability for ensuring that all activities required for statutory, regulation, policy and code/standard compliances are completed in a timely manner by the Associate Deputy Directors and their subordinates within the respective BIE area of authority.
BIA	Agency	Facilities Management Personnel	Review, Maintain and Update IA-FMS Data, including creation and completion of O&M Work Orders, creation of Deferred Maintenance Work Orders, development and establishment of deficiency Abatement Plans, creation of location and asset records, management of site, location and asset records and decommissioning locations in adherence to IA Facilities Management Program Policies, Regulations and other guiding codes and standards regarding IA-FMS.
		Agency Superintendent	Oversight, Monitoring and Supervision of FM Personnel Activities that adhere to IA Facilities Management Program Policies, Regulations and other guiding codes and standards regarding IA-FMS.
	Regional Office	Regional Facility Manager	Oversight, Monitoring, Evaluation and Technical Assistance provider to all BIA and Office of Justice Services (OJS) Sites and BIE Schools within the respective Region regarding adherence to IA Facilities Management Program Policies, Regulations and other guiding codes and standards regarding IA-FMS.
		Regional Director/Deputy Regional Director	Ultimate authority and responsibility for oversight, monitoring, evaluation and guidance of Regional Facilities Management, BIA Agencies and OJS Sites within the respective Region
Office of Facilities, Property and Safety	Division of Facilities Management and	Division of Facilities	Manage the Operation and Maintenance of IA-FMS
		Division of Management and Construction	Identify and prioritize the development of system improvements IA-FMS

Management	Construction	(DFMC)	Scheduling and provision of IA-FMS Training and Technical Assistance, including Help Desk functions, to all IA program levels
			Provide technical assistance and oversight at the region level.

As the BIE identify, train, and implement additional facilities management personnel, they will work with the BIA to take-on broader responsibilities for the long-term. The OFPSM and DFMC central staff will help both the BIA and BIE to define and transition roles and responsibilities that will enable the BIE to better support the funded schools.

IV. Communication

The DFMC holds weekly status teleconference (normally on Monday) with facilities management representatives from the programs (Regions, OJS, BIE) to discuss existing construction, Facilities Improvement and Repair (FI&R), quarters, disposal, and other projects covered under Supplemental Programs, and to highlight programmatic and project specific concerns. The BIA and BIE agree to ensure representatives from their programs actively participate in the weekly meetings. The BIA, BIE, and OFPSM will form process action teams (PACs) as needed to address specific issues that may arise.

V. Approval and Acceptance.

The undersigned agree the mutual support and cooperation outlined herein, which generally defines the roles and responsibilities of the BIE, BIA, and OFPSM to support the facilities management of BIE funded schools. It also directs all subordinate organizations to exercise the necessary cooperation and coordination to help ensure safe, efficient, and effective learning environments for schools throughout Indian Country.

Director, Bureau of Indian Education

Date

Director, Bureau of Indian Affairs

Date

Director, Office of Facilities, Property, and Safety
Management

Date