

**1.1 Purpose.** This chapter establishes the requirements, authorities, and responsibilities for executing the Indian Affairs (IA) Facilities Management and Construction Program (FMCP) administered by the Division of Facilities Management and Construction (DFMC). The IA FMCP is responsible for all aspects of planning, design, construction, operations, maintenance, improvements, and decommissioning IA real property assets, including: (1) services and functions related to the construction of new facilities, (2) improvement and repair of existing facilities, and (3) evaluation of Bureau-owned or-operated buildings, utilities, and grounds, including employee housing.

**1.2 Scope.** This policy applies to all IA employees responsible for any aspect of IA real property asset management, including programs operated by federally recognized tribal governments and tribal organizations at IA-owned or maintained real property assets. This includes all offices under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

**1.3 Policy.** It is the policy of IA to implement sustainable practices in all aspects of the FMCP for real property asset management. In addition, IA ensures that FMCP regularly reviews and revises, as necessary, guidance to maintain compliance with statutory and regulatory changes and/or executive branch directives.

**1.4 Authority.**

**A. Statutes and Regulations.**

- 1) P. L. 106-382, Fort Peck Reservation Rural Water System Act of 2000
- 2) P. L. 114-95, Every Student Succeeds Act (ESSA) of 2015
- 3) 5 U.S.C. § 5911, Quarters and Facilities; Employees in the United States
- 4) 25 U.S.C. § 13, Expenditure of Appropriations by Bureau
- 5) 25 U.S.C. § 450 et seq., Indian Self Determination
- 6) 25 U.S.C. § 458, Part C, Indian Education Assistance
- 7) 41 U.S.C. 251 et seq., Federal Property and Administrative Services Act
- 8) 41 CFR Chapter 101 et seq., Federal Property Management Regulations
- 9) 43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs

**B. Guidance**

- 1) New Facilities Site Selection Guidance
- 2) 110 DM 8 F. (1), Office of the Assistant Secretary - Indian Affairs
- 3) OMB Circular A-45, Rental and Construction of Government Quarters
- 4) OMB Circular A-123, Managements Responsibility for Internal Control

**C. Handbooks**

- 1) Department of the Interior (DOI) Housing Management Handbook
- 2) Justice/Detention Facilities Design Handbook and Space Templates
- 3) School Facilities Design Handbook and Space Templates

**1.5 Responsibilities.**

**A. Director, Office of Facilities, Property, and Safety Management (OFPSM)** reports to the Deputy Assistant Secretary – Management (DAS-M), and is responsible for:

- 1) providing executive direction and support for execution and coordination of IA facilities; and
- 2) administering and managing construction, property, safety, and risk management for the IA FMCP.

**B. Director, BIA** discharges the duties delegated from the DAS-M, and is responsible for:

- 1) executing, implementing, and administering the FMCP to ensure appropriate organizational resourcing and staffing;
- 2) ensuring FMCP activities are carried out by BIA in a timely manner to meet statutory, regulatory, policy and code/standard requirements; and
- 3) co-approving agreements with BIE that facilitate FMCP day-to-day operations.

**C. Director, BIE** discharges the duties delegated from the DAS-M, and is responsible for:

- 1) executing, implementing, and administering the FMCP to ensure appropriate organizational resourcing and staffing;
- 2) ensuring FMCP activities are carried out by BIE in a timely manner to meet statutory, regulatory, policy and code/standard requirements; and
- 3) co-approving agreements with BIA that facilitate FMCP day-to-day operations.

**D. Chief, Division of Facilities Management and Construction (DFMC)** is responsible for:

- 1) overseeing policy and procedural guidance governing IA FMCP;
- 2) administering annual and five-year program budget planning and formulation;
- 3) developing and monitoring FMCP performance metrics and fiscal oversight of functions related to the IA FMCP;
- 4) planning and formulating annual program budgets and prioritizing construction projects for budget formulation, including development of IA's five-year construction plan;
- 5) overseeing fiscal and programmatic activities of the FMCP including monitoring, documenting and evaluating IA-funded facilities programs;
- 6) coordinating oversight and evaluation of all related FMCP activities, including adherence to Acquisition, Human Resources, Property Management, Budget and Financial Management, and Records Management criteria;
- 7) determining the annual program review schedule and coordinating with respective agencies/locations for program execution;
- 8) establishing policies and procedures for the operation and oversight of the IA FMCP;
- 9) providing training and technical assistance on IA FMCP requirements;
- 10) providing policy, guidance, and reporting on the IA Energy Program and Annual Reporting requirements;
- 11) providing direct or technical assistance in the procurement of architectural and engineering planning, design, and construction services related to IA real property assets;
- 12) operating and maintaining the IA-Facilities Management System (IA-FMS);
- 13) reconciling asset management data with the Financial Business Management System (FBMS);
- 14) managing the Quarters Management Program by implementing annual rental rates;
- 15) managing and maintaining the internet Quarters Management Information System (iQMIS);
- 16) coordinating with the Division of Safety and Risk Management on building renovation and construction projects' design reviews and certificates of occupancy;
- 17) coordinating with the Branch of Environmental and Cultural Resources and the BIA Office of Trust Services regarding:
  - a. strategic sustainability;
  - b. environmental management systems' implementation;

- c. environmental compliance audits of DFMC operations and activities;
  - d. condition assessments of IA facilities;
  - e. employee housing;
  - f. IA museum program collections;
  - g. historic preservation;
  - h. site protection issues; and
- 18) overseeing construction and project management as required for new construction and major Facilities Improvement/Repair Projects.

**E. BIA Regional Directors, BIE Chief of Facilities and BIE Deputy Bureau Director, School Operations** are responsible for:

- 1) providing for the implementation of the FMCP and established policies and procedures within their administrative jurisdictional area;
- 2) developing detailed program plans based on the DFMC identified construction budget and the 5-year plan for distributing sub-allocations to local levels as appropriate;
- 3) executing the Regional Minor Improvement and Repair (MI&R) construction projects;
- 4) supporting major Facility Improvement and Repair (FI&R) and Demolition and Replacement Construction project execution services;
- 5) accessing and utilizing the IA-FMS to ensure accurate inventory of all assets within the respective region, including scheduling and completion of improvements and repairs;
- 6) monitoring field performance to ensure creation and execution of annual Preventative Maintenance Plans at all locations;
- 7) coordinating the collection and validation of data for all real property and land title records within the respective Region;
- 8) coordinating site planning with DFMC regarding new facilities, and the demolition, transfer and/or retrocession of existing facilities;
- 9) providing training, technical assistance and oversight of local facilities management programs at agencies, Education Resource Centers (ERCs) and other applicable sites;
- 10) providing agency, ERC or site-level facilities' operations and maintenance services to include oversight and monitoring of Operations and Maintenance (O&M) expenditures, work planning, deficiency reporting, and minor repairs below the construction threshold; and

- 11) coordinating with the Division of Safety and Risk Management for building renovation and construction projects, safety and health reviews, and certificates of occupancy.

**F. Site-Level-Facility Management** is responsible for:

- 1) planning and managing routine operations and maintenance of IA real property assets;
- 2) preparing annual facility preventative maintenance work plans based on the DFMC projected O&M budget;
- 3) using the IA-FMS to create, modify and update Deferred Maintenance Work Orders;
- 4) ensuring that site specific facilities management inventory data is accurate in the IA-FMS;
- 5) implementing Preventative Maintenance Plans to include monitoring, performing, and recording scheduled maintenance;
- 6) performing day-to-day O&M for the site.
- 7) notifying the respective agency/ERC or the BIE School Facilities Division of any emergency conditions that require immediate attention;
- 8) overseeing and/or executing minor improvement and repair projects;
- 9) coordinating their support with the respective agency/ERC, and/or Region for technical assistance and executing support for the site facility management program;
- 10) executing minor construction below the construction funding threshold; and
- 11) executing construction projects by coordinating with supporting Regional and Agency Facilities Programs that maintain the capacity and capability to deliver services.

## 1.6 Definitions.

- A. Site.** An area of land that is used and/or set aside for program purposes, such as an office complex, housing, fire station, fire lookout, school, cultural landscapes, communication site, or historical site, bounded by a more or less defined boundary.
- B. Facility.** Any structure having a roof; commonly enclosed by walls; designed for human occupancy, storage, or shelter for animals; and distinguished from other structures not designed for occupancy, such as fences or bridges. Facilities include offices, schools, detention centers, housing units, storage units, offices, and warehouses. Fixed equipment (permanently attached to and a part of the operation of the building that cannot be removed without cutting into the walls, ceilings, or floors) is also included. Examples of fixed equipment include plumbing, heating and lighting

equipment, elevators, central air conditioning units, permanently attached kitchen equipment and built-in safes and vaults.

- C. Historical Buildings.** Buildings, structures, and monuments owned and maintained for their historical significance, and are deemed eligible to be placed on the Register of Historic Places.
- D. Government Furnished Quarters.** Buildings primarily used as dwellings, such as single houses, duplexes, apartments, dormitories and barracks.
- E. Interpretive Display.** Specialized structures used to provide interpretive or educational information to visitors. Maintenance is limited to the structure and associated signs, but excludes the content of the display material.
- F. Utility System.** Systems that service several buildings and/or other structures of an installation, including HVAC, sewage, fuel, water, electrical systems, telecommunication systems, satellite dishes, switching devices, and cabling/wiring for these systems. These systems do not include utilities that serve a single building and are included in the cost of the building.

## 1.7 Standards, Requirements and Procedures.

### A. Facilities Management and Construction Program Internal Controls

- 1) Managers are responsible for the quality and timeliness of program performance, increasing productivity, controlling cost, mitigating adverse aspects of agency operations, and assuring that programs are managed with integrity and in compliance with applicable law.
- 2) OMB Circular A-123 requires every federal agency to conduct a management review of their programs in relation to waste, fraud, and abuse.

### B. DFMC's Bureau-wide Responsibility

- 1) Establishing, prioritizing, funding, overseeing, monitoring, documenting, and evaluating the IA facilities management programs and its functions.
- 2) DFMC has developed a process for cyclic evaluation of selected agencies, field offices and facilities for the purpose of improving the Facilities Management and Construction Program.
- 3) Evaluation authorities and criteria adhere to guidance contained in Part 5 of the IAM, "Management Accountability and Management Controls."
- 4) DFMC has a responsibility to adhere to Acquisition, Human Resources, Property Management, Budget, Financial Management, and Records Management criteria when providing oversight and evaluation of facility programs.
- 5) Components of DFMC's quality assurance program include:

- a. program planning and development;
- b. project management;
- c. facilities inspections;
- d. records management;
- e. program reviews;
- f. congressionally-mandated reports;
- g. safety inspections; and
- h. service reliability standards.

**1.8 Reports and Forms.** References to program-specific reports can be found within each 80 IAM Chapter.

### Approval



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12/26/19

Date