

<i>NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE PD 34-103</i> <i>June 19, 2009</i>	
<i>Facilities and Equipment</i>	
<i>FACILITIES MANAGEMENT</i>	
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<i>SUMMARY OF REVISIONS:</i>	
Signed _____ /s/ 6/5/09 _____ John Oliver Deputy Assistant Administrator for Operations	

Introduction. The NOAA National Marine Fisheries Service (NMFS) will provide, operate, maintain, and protect facilities and infrastructure required for effective mission delivery nation-wide, retain the minimum number of facilities necessary to effectively support NMFS missions and staff, deactivate or dispose of facilities in excess of its requirements; conduct facility activities according to applicable laws, regulations, Federal policies, and inter-organizational agreements; and employ a life-cycle process for managing facilities. This process takes facilities from initial requirements identification through planning, programming, budgeting, design, construction, operation and maintenance, repair, revitalization, acquisition, deactivation, and disposal.

Objective. The objective of the NMFS Facilities Management program is to provide high quality facilities to effectively and efficiently support its missions and people. NMFS facilities must be functional, economical, and compatible with the environment. NMFS will determine the levels of investment for facilities based on the following: (a.) enhanced mission capability, (b.) statutory, administrative, and regulatory compliance, (c.) optimum space utilization, efficiency and functionality, (d.) compliance with environmental law and regulation; (e.) sustainable design and energy efficiency, (f.) safety & security, (g.) improved living and working conditions (quality of life), and (h.) industry standards.

Authorities. Executive Order 13327, “Federal Real Property Asset Management”, dated February 4, 2004, established to promote efficient and economical use of Federal real property, provides that all “executive branch departments and agencies shall recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action”. Federal real property for the purpose of this Executive Order includes any real property owned, leased or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal land.

Roles and Responsibilities. This directive establishes the following roles and responsibilities:

a. The NMFS Assistant Administrator (AA) is responsible for the portfolio of real property owned, leased or managed by NMFS, directing through subordinate offices the appropriate planning, budgeting and program execution for facilities to support its mission and operations. The AA is specifically charged with placing as great an importance on facilities as is placed on program achievement,

b. The NMFS Deputy Assistant Administrator (DAA) for Operations is responsible for ensuring the implementation of facility management policy and procedures.

c. The Office Director, Management and Budget (MB), is the principal advisor to the DAA on facilities programming, planning, and management, and is responsible for the development, implementation and administration of the Facilities Management program. Within MB, the Facilities, Safety and Logistics Division is responsible for developing and implementing procedures and directives specifying requirements, guidelines and personnel responsibilities for facilities management.

c.1. The Chief, Facilities, Safety and Logistics Division is responsible for incorporating programming, planning, design, construction, operations, security and maintenance requirements into appropriate procedures and instructions; developing a facilities master plan to identify and program long term facility and infrastructure requirements; maintaining an accurate inventory of all NMFS controlled/occupied real property; reviewing annual facilities plans; approving the submissions and assessing the impact of the facilities condition on mission readiness through compliance with the NOAA Integrated Facility Inspection Program (IFIP); developing capital investment and real property maintenance projects in compliance with this policy; ensuring the Facilities Management program is periodically reviewed and evaluated; and interacting with NOAA programming, planning, design, and construction personnel, as required.

d. NMFS Science Directors, Regional Administrators and Office Directors are responsible for staffing, operating, maintaining, and controlling NMFS facilities in compliance with all applicable NMFS, NOAA and DOC policies and procedures; planning and budgeting resources to gain the greatest value in operating and maintaining facility assets; and analyzing and recommending changes in facility use to improve the value of existing facilities for NMFS' mission.

e. Regional Facilities Representative at each Science Center, Regional Office and one for the national network of facilities within the NMFS Office of Law Enforcement (OLE) are responsible for knowing and overseeing all facility related activities in their assigned geographic area. All Representatives are responsible for developing regional Annual Facility Plans; reviewing, prioritizing and monitoring the execution of individual facility operating plans; program direction to local facility points of contact; providing input to facilities planning and budget development; coordination and quality control review of the NOAA IFIP input; providing support in tenant issues as requested; and responding to Facilities, Safety and Logistics Division staff.

f. Designated Local Facilities Points of Contact at each owned facility are responsible for executing facilities management policy and procedure; developing providing input to individual facility operating plans and budgets; executing and reporting on maintenance and repair plans; conducting and submitting the NOAA IFIP surveys; developing proposals for facilities repair and improvement projects; monitoring facilities contractor activities on-site; and responding to Regional Facilities Representatives and Facilities, Safety and Logistics Division staff as required.

Measuring Effectiveness. To measure the effectiveness of this policy directive, the Chief, Facilities, Safety and Logistics Division will review the program objectives, evaluate NMFS response to NOAA

Facilities program requirements, analyze results of the annual facilities condition surveys, and submit an annual assessment report to the NMFS DAA.

Procedural directives will be issued to implement this policy as needed.

_____/s/ J Oliver for _____ June 5, 2009 _____
James Balsiger Date
Acting Assistant Administrator
for NOAA Fisheries

Attachment I

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

- a. Executive Order 13327, *Federal Real Property Asset Management*, dated February 4, 2004.