SMG 2530.1

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

FACILITIES MANAGEMENT

CONSTRUCTION

FACILITIES PLANNING AND CONSTRUCTION

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1. Purpose
2. References
3. Project Execution
4. Budget and Funding
5. Project Monitoring

1. PURPOSE

The purpose of this guide is to set forth policy and procedures for developing Buildings and Facilities (B&F) projects for Headquarters and field facilities.

2. REFERENCES

A. Department of Health and Human Services (DHHS) Staff Manual on Facilities Engineering and Construction (FEC).

B. Definitions - Alteration, Construction, Improvement, Maintenance, Repair, etc., (FEC 1-100-20).

C. Staff Manual Guide FDA 1445.4.

3. PROJECT EXECUTION

A. Responsibility.

1. Using organizations have primary responsibility for initiating B&F project requests and establishing organization priorities to meet program requirements.

2. The Director, Division of Management Services (DMS) is responsible for approval of B&F project requests subject to concurrence and Certification of Availability of funds by the Director, Division of Financial Management (DFM).

3. DMS, Engineering Management Branch (EMB) furnishes technical assistance for project planning, estimates and consultation; for preparation of Form FD 3103, B&F Project Record; and for consultation with DHHS, Regional Office Facilities Engineering and Construction (ROFEC), Public Health Service (PHS), General Services Administration (GSA) or contract Architect/Engineers (A/E) for technical evaluations, approval and monitoring of design, bidding and construction phases of the project.

B. Coordination.

1. EMB is the primary contact regarding B&F project coordination for FDA organizations.

2. The respective approving officer is authorized to confer directly with the appropriate ROFEC, for the following FDA organizations: Director, National Center for Toxicological Research; Regional Food and Drug Directors and District Directors; Director, Winchester Engineering and Analytical Center; Director, Minneapolis Center for Microbiological Investigations; Director, National Center for Drug Analysis; Director, Cincinnati Food Research Laboratories; and Chief, Gulf Coast Technical Services Unit. The Approving Officer for Director, Bureau of Biologics is authorized to confer with National Institutes of Health; the Approving officer for Chief, Northeast Technical Services Unit is authorized to confer with the Navy Department at Davisville, R.I.

4. BUDGET AND FUNDING

A. The primary source of funding for B&F projects is the FDA B&F Appropriation, for which Congress appropriates funds for specific projects as requested through the B&F planning cycle. S&E funds are generally used for equipment requisitions. S&E funds are not to be used for contract A/E design studies and construction without the prior approval of the Director, DFM.

B. The Director, DFM certifies that funds are available for a specific project, and monitors the accounting, obligation and payment of funds. The DFM, in conjunction with the DMS/EMB, maintains the register of available and committed B&F funds, appropriation numbers, allotment numbers, and proposed identification numbers for all projects. The Director, DFM may approve reprogramming of B&F Appropriations to proposed projects that are less than $75,000 and not included in B&F Appropriations, or adjust for on going B&F projects as appropriate. Projects exceeding $75,000 for which specific B&F Appropriations have not been made require prior approval by the Director, DFM. Proposed reprogramming for projects in excess of $75,000 usually involves Congressional clearance.

C. Form FD 3103, B&F Project Record, is used for projects funded with B&F Appropriations. FDA organizations complete the form through Part II and forward to DMS for review. Certification of Availability of B&F funds will be approved by Director, DFM.

D. Obligating documents are to be sent to EMB and charges to DFM Accounting Branch.

5. PROJECT MONITORING

Each FDA organization:

1. Maintains an on-going register of pertinent B&F projects.

2. Furnishes a concise facility quarterly progress summary for current B&F projects to EMB. Identifies summary with date, facility and preparer. The summary includes for each project, (1) B&F Project Number, (2) CAN Number, (3) total $ amount, (4) project description, and (5) project status. The quarterly progress summary is due on the 20th of the month preceeding the close of the quarter.

3. Notifies EMB promptly when an individual B&F project is substantially completed.

4. EMB provides print out quarterly status report to each FDA organization containing estimated completion dates, costs, relative priority, and related information.