

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 5

Quarters Operations and Maintenance Program

Page 1

5. QUARTERS OPERATIONS AND MAINTENANCE PROGRAM

5.1 Purpose. This chapter provides information on the authority, policies, and responsibilities for the Quarters Management Program functions within the BIA. These program functions are interdependent and support the Construction Program as well as the total life-cycle management of quarters assets.

5.2 Scope. The Bureau has responsibility for establishing and implementing a nationwide Quarters Management Program for Operations, Maintenance, Repair and Improvement, including preventive maintenance of Bureau-owned quarters in support of Education, Law Enforcement Services, and General Administration (non-education) programs. The Quarters Management Program, embedded in the Facilities Management Program, is managed by the Office of Facilities Management and Construction. The goal of the Quarters Operations and Maintenance Program is to reduce the nationwide backlog of deferred quarters maintenance. O&M may be performed under the following methodologies: commercial contracts to include memoranda of agreement/understanding and interagency agreements; self-determination contracts and self-governance compacts; and tribally-controlled community school grants. Rental receipt collections are used for the operations and maintenance of all quarters units, supplemented by appropriations slated for quarters deferred maintenance backlog deficiencies.

5.3 Bureau of Indian Affairs Guidance.

A. General Policy. It is the policy of the Bureau of Indian Affairs to provide safe, sanitary, functional, energy-efficient and cost-effective quarters; and to maintain quarters in accordance with applicable laws, regulations, codes, OMB Circular A-45, 400 DM, Quarters Manual, and adopted Bureau policies included in the Facilities/Quarters Management Program Handbooks. It is also Bureau policy to promptly dispose of any quarters not essential to accomplishment of the Bureau's mission. Employee housing should not be retained for use as quarters merely because it is available or solely on the basis that it is occupied by rent-paying tenants. These procedures shall be adhered to by all Bureau of Indian Affairs staff as well as tribal entities responsible for collection of rental receipts and use of such receipts for the operations and maintenance of quarters.

B. Specific Policies.

(1) The BIA Quarters Management Program adheres to 400 DM that outlines the purpose, policies, scope, authorities and responsibilities adopted by the Department of the Interior and is contained in 43 BIAM Supplement 2, Parts 114H-51 and 114H-52.

(2) Requests for new quarters units must be made to the Office of Facilities Management and Construction in conformance with 400 DM and 43 BIAM Supplement 2, and approved by the Assistant Secretary – Indian Affairs.

(3) The BIA Quarters Management Program will collect rental receipts and charges by payroll deductions or otherwise for the use and occupancy of quarters. Such collections will be deposited in a special fund, to remain available until expended, for the operations and maintenance of quarters. The Monthly Quarters Revenue Collection Report (BIA650M) will be used to distribute all collections to specific Regions for further distribution to field installations where quarters are located.

INDIAN AFFAIRS MANUAL

Part: 80

Facilities Management Program

Chapter: 5

Quarters Operations and Maintenance Program

Page 2

(4) Quarters O&M funding will not be provided to any Location or used to repair and maintain Quarters units that are not authorized for housing purposes or that have been constructed without prior written approval in accordance with 400 DM, Chapter 4.1, 4.2 and 4.3.

(5) The BIA Facilities Management Information System (FMIS) will be maintained on site as the official database for all BIA quarters functions and activities to include budget requests; management of O&M programs, and distribution of available Quarters Improvement and Repair funds by a prioritized ranking system.

(6) The BIA Quarters Management Information System (QMIS) will be used to manage the quarters inventory and program.

(7) The QMIS will be used to manage and maintain the quarters rental inventory and tenant data and to implement new rental rates in accordance with OMB Circular A-45 and DM 400. Due to the nature of the information contained in the QMIS database, the system will be closely safeguarded in accordance with Privacy Act requirements. On March 30th of each year, the QMIS database will be updated beginning with lowest level end users of the software, which may be at schools, agencies or regions. This annual update will be submitted by Regional Quarters Officers to OFMC to update the Bureau's QMIS database.

(8) Where quarters units have been converted to other program uses such as offices, classrooms, shops, youth group homes, transitional dorms, storage, day care centers, etc., these units will be considered "excess to the needs" of the Quarters Management Program. Such conversions will be considered permanent and will be the responsibility of the initiating program office to ensure applicable approvals have been granted and changes have been made to FMIS and the Fixed Asset Subsystem. Obsolete quarters units will be demolished. Both excess and demolished units will be removed from the Quarters Management Information System. Temporary conversions of quarters or re-conversion to quarters status are prohibited.

(9) All facilities/quarters employees, including operations and maintenance staff and project award recipients, will comply with written program and financial accountability performance standards to ensure quality control and efficiency of the program administered.

5.4 Program Components. Specific program information on the following components will be located in the Quarters Management Program Handbook.

A. Quarters Improvement and Repair (QI&R). A Quarters Improvement and Repair backlog constitutes a project to correct identified health and safety deficiencies that costs in excess of \$2,500. Quarters backlog deficiencies of less than \$2,500 must be completed using rent receipt funding from the Quarters Operations and Maintenance Program. The maximum funding level per unit per year is 50% of the replacement cost of the unit as listed in FMIS. The QI&R component is projected over a two-year period. Backlog projects are prioritized by Region/Agency and address critical life safety violations. The Quarters Improvement and Repair Component includes Quarters Construction, Emergency Reimbursement, Life-Safety Compliance, Health Code Compliance, Environmental Code Compliance, Uniform Building Code Improvement/Repairs, and Accessibility Code Compliance for authorized quarters units identified in the Quarters Management Information System (QMIS) and FMIS inventory. These quarters facilities support Education, Law Enforcement Services,

INDIAN AFFAIRS MANUAL

and General Administration (non-education) programs. Further policies, processes, and components of the Quarters Construction component are addressed in Chapter 4.

B. Quarters Emergency Reimbursement. The financial reimbursement is limited to approved costs, on a case-by-case basis, to alleviate immediate life-threatening or critical quarters deficiencies over \$2,500 and up to \$100,000. The Emergency Reimbursement Component is projected, annually, from the Quarters Improvement and Repair appropriation and addresses deficiencies which pose an immediate life/safety danger, or which pose a severe detriment to the Quarters Program. This component does not fund community or tribally-owned quarters, or projects more appropriately covered by the Quarters Operations and Maintenance component.

C. Quarters Environmental. The Environmental Component includes assessment, remediation, and abatement of environmental deficiencies for authorized Bureau-owned quarters.

D. Property Management Administrative Functions. These functions, formerly performed by Property Management for Quarters Management; i.e., collections, audits, evictions, quarters appeals, and leases for new federal tenants, will be performed by the Quarters Management Program (43 BIAM Supplement 2, Part 114.H51 and H52). These duties have been delegated to the Deputy Director, OFMC, who has in turn has redelegated them to:

(1) The National Quarters Management Officer (OFMC Housing Officer). The National Quarters Management Officer coordinates the efforts of the Regional Quarters Management Officers in management of this nationwide program. The Quarters Management Officer is responsible for developing policies and procedures, coordinating approval of new quarters requests and implementing new rental rates, distributing monthly rental revenues, providing oversight and review of all Bureau quarters activities, conducting field inspections of the 12 Regions, and providing technical assistance on quarters matters to federal and tribal employees. The officer ensures that financial reporting processes to include controlling, tracking, and reporting in QMIS of all quarters income and expenditures are used Bureauwide, and recommends any needed improvements to the Chief Financial Officer. The Quarters Management Officer manages both the federal and the tribally contracted and compacted quarters management programs for the Bureau of Indian Affairs.

(2) Regional Quarters Management Officers. These Regional officers perform the day-to-day quarters management activities as listed in 43 BIAM Supplement 2, but provide all requests for approvals, as well as for appeals to the National Quarters Management Officer located in the Office of Facilities Management and Construction.