ARMED FORCES RETIREMENT HOME

AGENCY DIRECTIVE 10-7A

FACILITIES **5 MARCH 2020**

AFRH FACILITIES MANAGEMENT PROGRAM

AUTHORITY: USC Title 16, Title 24, Title 29, Title 41, and Title 42.

1. PURPOSE: To establish standards, guidance, requirements, and assign responsibilities for the Armed Forces Retirement Home (AFRH) Facilities Management Program.

2. CANCELLATION: AFRH Agency Directive 10-7, dated November 5, 2014 and AFRH Agency Directive 10-4, dated December 4, 2014.

3. APPLICABILITY: All individuals that enter or utilize any facility or property owned, operated, or leased by AFRH. This Directive should be read in conjunction with the enclosed AFRH Facilities Management Program Manual dated March 5, 2020, included herewith.

4. BACKGROUND: The AFRH owns over 300 acres of land and several buildings that total approximately two million square feet of space that includes numerous pieces of equipment and furniture. Government agencies are required to protect and safeguard the properties put in their trust; as well as preserve, or even enhance, the value of said property. With that in mind, this Directive has been developed to document the standards, guidance, requirements, and responsibilities for the management of AFRH facilities and property.

5. POLICY: In order to provide to provide comprehensive standards, guidelines, and requirements for the appropriate management of AFRH facilities and property, both real and personal, that covers as many scenario as possible including, but not limited to: construction, maintenance, transportation, property inventorying, property disposal, safety, security, historic preservation, energy conservation, water conservation, and a host of other areas required to operate and run an efficient organization that protects the public health, safety, welfare, and interest in or around AFRH property, the AFRH will utilize other established current codes, standards, and Government regulations. The list of resources that contain the codes, standards, or regulations that AFRH shall adhere to are provided in the AFRH Facilities Management Program Manual. The Manual is provided as an enclosure to this Directive.
AFRH addendums to the listed codes, standards, and/or deviations from applicable regulations that have gone through the appropriate Federal approval process shall be attached to this Directive or issued as Notices during the interim between revisions of this Directive.

If any standard, code, or regulation resource listed in the AFRH Facilities Management Program Manual conflicts with the other, the more stringent or restrictive criteria or requirement applies, unless the AFRH Chief Operating Officer (COO) deems a regulation supersedes a code and/or standard or the Agency's Corporate Facility Manager (CFM) deems a code supersedes a standard.

6. DEFINITIONS: Definitions pertaining to the AFRH Facilities Management Program are contained in the enclosed Facilities Management Manual.

7. RESPONSIBILITIES:

a. Chief Operating Officer (COO):

(1) Ensures written policy is established regarding the Agency's Facility Management and usage. Periodically reviews subject policy and makes necessary changes.

(2) Issues written Facilities Management Program policy and ensures regulations and laws are implemented. Determines the best use of AFRH property within the bounds of the United States law; ensures preservation, utilization or actions with AFRH property complies with all applicable regulations, and makes certain that users utilize AFRH property for its intended use and in the best interest of the AFRH mission.

b. Corporate Facility Manager (CFM):

(1) Determines methodologies, approaches or alternatives used to achieve program or project objectives on/or with AFRH property defined by the COO which are confined by the standards, codes, and Federal Regulations for a Federal facility.

(2) Makes interpretations related to facility codes and standards when the meaning is called into question. Performs inspections or have inspections performed by qualified entities to ensure that activities related to property management conform to the requirements listed in this Directive.

(3) Executes policy development, policy analysis and implementation for the facility operations and preservation.

(4) Implements and executes the responsibilities of the following Federal positions:

(a) Authority having jurisdiction (AHJ) "also known as the Building Code authority"- refers to the AFRH authority to which engineering documents are submitted for building permits or other approvals related to standards, codes, and property management regulations; strives to preserve the quality and value of AFRH property by ensuring that maintenance and construction standards are uniformly and equitably enforced, ensures that all properties are maintained and occupied for use in a safe and efficient manner, and ensure any and all repairs, construction, renovations, modifications, and/or alterations are installed per the standards, codes, regulations as stated in this Directive and in conformance with the best interest of the facility and its operation.

(b) Federal Preservation Officer (FPO) - the official designated by the Head of the Federal Agency responsible for coordinating that agency's activities under the National Historic Preservation Act of 1966, as amended, and Executive Order 11593 including nominating properties under that agency's ownership or control to the National Register.

(c) Senior Real Property Officer (SRPO) - responsible for monitoring the Agency's real property assets so that its assets are managed in a manner that is consistent with, and supportive of, the goals and objectives set forth in the agency's overall strategic plan and consistent with the real property asset management principles developed by the Federal Real Property Council.

(d) Senior Sustainability Officer (SSO) - shall perform the functions of the senior agency official designated by the Head of each Agency pursuant to section 3(d)(i) of Executive Order 13423 and shall be responsible for:

(1) Preparing the targets for Agency-wide reductions and the inventory of greenhouse gas emissions required under subsections 2(a), (b), and (c) of Executive Order 13514;

(2) Annually, preparing and submitting to the CEQ Chair and the Director, Office of Management and Budget (OMB) for their review and approval, a multi-year Strategic Sustainability Performance Plan (Sustainability Plan or Plan) as described in section 8 of Executive Order 13514;

(3) Preparing and implementing the approved Plan in coordination with appropriate offices and organizations within the Agency including the COO, General Counsel, Chief Information Officer, Chief Financial Officer, and in coordination with other Agency plans, policies, and activities;

(4) Monitoring the Agency's performance and progress in implementing the Plan, and reporting the performance and progress to the White House Council on Environmental Quality (CEQ) Chair and the Director, OMB, on such schedule and in such format as the Chair and the Director may require; and

(5) Reporting annually to the Head of the Agency on the adequacy and effectiveness of the Agency's Plan,

(e) Master Planner – shall be the point of contact for information on: AFRH National Environmental Policy Act (NEPA) documents; NEPA oversight activities; and review of other agencies' Environmental Impact Statements (EISs) and NEPA documents; responsible for classifying proposed actions and undertaking the level of analysis, consultation, and review appropriate to each; as well as implementing a Capital Improvement Plan.

(f) Lease Manager - oversees completion of all necessary paperwork in relation to all leased documents; work to ensure maximum occupancy of rentable space; coordinate promotions to increase number of tenants in rentable space; and manage tenant needs and repair issues.

c. Administrators:

(1) Ensures appropriate SOPs are created at their facility to manage, operate, and maintain the campus facilities per the resources listed in this Directive and the associates AFRH Addendum to those standards, codes, and regulations.

(2) Ensure implementation and necessary monitoring of all applicable standards in the facility manual, federal regulations, and United States laws at their facility.

(3) Ensure that the CFM reviews all facility alterations or modifications before implementation.

(4) Ensure any interpretations of Code or Standards by the CFM are enforced, and any interpretation of regulation or law by the COO are enforced.

(5) Ensure that the Campus Chiefs have all relevant and required signage posted in their respective areas.

(6) Ensure applicable Standard Operating Procedures (SOPs) are developed in each functional area concerning the day-to-day operation and use, and maintenance of the campus facility under their control.

(7) Provide facility-level oversight and guidance regarding the operation and use of their facility.

(8) Ensures cooperation and coordination between all participants responsible for the administration of any and all facility management standards, codes, regulations, and laws.

d. Campus Operations Chiefs: Review all resources listed in this Directive and the enclosed Manual. Implement all Facilities Management Directive requirements which are applicable in the areas and/or subject matters under their management, supervision, jurisdiction, or control.

e. Campus Operations Staff: Follow any Agency process for reviewing and approving all modifications and/or alterations to facilities.

8. PROCEDURES: Facility Management shall be conducted using the procedures and standards outlined in the attached Manual.

9. ACTION:

a. AFRH follows the Facilities Manual within accordance of all applicable Federal regulations, guidance, and/or law.

b. Each AFRH Administrator shall develop and issue any SOPs the Administrator deems necessary for implementing this Directive or the Facilities Manual attached within 120 days from the date of this Directive.

JAMES M. BRANHAM
Chief Operating Officer

Distribution:
All AFRH Employees (electronic copy)

Attachment:
AFRH Facilities Manual