

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	Facilities Construction Authorities
NUMBER:	PM-03-004
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-03-004 dated April 28, 2003)

1. Purpose

This document establishes the approval process for using the four facility construction authorities Unlimited Small Buildings (USB), Ten Small Buildings (TSB), Headhouse or Greenhouse (HH or GH) and 10 Percent Alteration (TPA).

2. Background

ARS Salaries and Expenses (S&E) appropriation language contains a number of authorities either limiting the number of buildings, or the amount of program funds that can be spent on them. The provisions addressing building and expenditures in the S&E Act have been historically maintained to limit funding for brick and mortar activities within the annual research program account. In recent years both the Agriculture Committees and the Subcommittees for Agriculture Appropriations have expressed interest and concern regarding the funding ARS commits under these various authorities. In this regard, ARS is requesting that any plans involving these authorities be submitted to Headquarters to ensure they are applied consistently throughout the Agency; and the Agency wide commitments for such funding are identified for review and approval by the Administrator's Office.

Detailed descriptions of the authorities are outlined in Policies and Procedures 242.2, Facilities Construction Authorities.

3. Policy

All facilities projects should be incorporated in locations Annual Resource Management Plan (ARMP). Plans should include both funded and unfunded projects with the appropriate building authority selected. Funded projects over \$25,000 will require approval by Headquarter before a contract can be awarded. Listed below are the approval procedures:

Location submits project to the Area Engineer with the following information:

1. Point of Contact:
2. Realty Interest: (ARS owned or leased)
3. Project Description and Scope
4. Program Need and Justification
5. Funding Source and Proposed Implementation Schedule
6. Replacement Cost (for Ten Percent Alteration Requests)

Area Office:

1. Assigns accounting code for project (all projects will be tracked with a special accounting code)
2. Prepares memo for Headquarters' approval and forwards to the Director of Facilities Division.
3. Notify location and procuring authority of the approval or disapproval of the project.

4. Point of Contact

For further information, please contact the Deputy Area Director.

/s/

W.H. BLACKBURN
Area Director
Northern Plains Area