

NORTHERN PLAINS AREA
Policy Memorandum

DATE:	March 14, 2008
SUBJECT:	NPA Facilities R&M Program
NUMBER:	PM-06-002
EFFECTIVE DATE:	Immediately Until Replaced or Superseded (Replaces PM-06-002 dated January 27, 2006)

1. Purpose

The NPA R&M Program, in conjunction with the ARS R&M Program, states that the Area and Locations are required to utilize **4%** of their base funds, (excluding congressionally mandated pass-through funds) on an annual basis for repair and maintenance of their local facilities. The R&M Program is specifically intended to improve ARS facilities within guidelines for the protection of life and/or property, implementation of mandated regulations, compliance with building codes, more effective space utilization, and implementation of energy conservation. The definition of repair, as applied to ARS facilities, is “The restoration and renovation of an existing building and facility to a condition of substantially equivalent to its original state and efficiency with the repair work complying with the requirements contained in the currently applicable codes and standards. Repair by replacement is usually allowed, including some limited degree of upgrade, upon examining the extent and nature of the deficiencies.”

Examples of this type of work are:

- HVAC/Electrical System Replacement
- Roof Replacement
- Water System Replacement
- Fire Alarm System Replacement
- Fume Hood Replacement

“Maintenance is generally defined to be the recurring upkeep of a facility and building to retain them in a serviceable or satisfactory operating condition. Traditionally in ARS, maintenance, as implemented in the R&M program, is synonymous with repair. Cutting grass, sweeping, mopping and waxing floors, cleaning windows, snow shoveling, etc., are considered “**housekeeping**” and cannot be funded from the four percent allocation for base funded or unfunded R&M programs or any other ARS facilities programs.”

“Preventative maintenance activity, e.g. painting, repairing HVAC, utilities (electrical and plumbing), is also allocable to the four percent requirement. Repairing laboratory and farm equipment, vehicles, and other non-real property items **does not** qualify for the four percent allocation.”

“Force account maintenance/renovation/restoration is chargeable to the four percent allocation, but only that portion dedicated to the R&M of the facility. Those employees, cooperators, and contractors performing varied duties, many of which are not real property related, must be proportionately allocated to the four percent allocation. NPA rule of thumb is no more than 50% of maintenance staff FTE and corresponding salaries can be allocated to the four percent unless adequately justified during the ARMPS process.”

2. Policy Memoranda

It has been ARS policy for a number of years to budget a minimum of four percent of the total location base fund for repair and maintenance of facilities during each fiscal year. With future anticipated budget stagnation and/or cuts, and decreasing Area Director R&M HPRL funds, sustaining our facilities will require new efficiencies and management tools. With the introduction of CATS (CRIS Acquisition Tracking System) early in FY 2005, tracking these expenditures will become much simpler. Each entry in CATS can be flagged, wholly or partially, as facilities R&M expenditures. You, along with the area office staff, will be able to run an R&M report at any time, allowing your facilities R&M expenditures to be monitored throughout the year. “The spirit and intent of the Administrator’s policy is to have Agency fund holders put adequate resources into R&M for the purpose of sustaining our facilities.”

With sufficient justification, this 4% requirement can be fully or partially waived by the Area Director each year.

Units housed in GSA or University spaces which have no other buildings or structures may request a full waiver of this 4% requirement.

Units that are housed in ARS space, which include any type of building or structure, may request a waiver of up to half of the 4% requirement.

A written request for a full or partial waiver must be submitted to the Area Director, through the Area Engineering Staff and the Area Budget & Fiscal Staff **each year** prior to the annual ARMPS first submittal. (See attached example letter.) The Area Director will either approve or disapprove the request. If a waiver is not submitted or it is disapproved, each unit must include this four percent allocation in the ARMPS Facilities Plan as part of the IRC Operations & Maintenance (O&M) account. The ARMPS Facilities plan for the location’s IRC O&M account will then itemize the R&M projects or expenditures for the entire location. If a waiver is approved, facility R&M items listed on the unit’s HPRL will not be given high priority.

3. **Applicability**

All NPA management units.

4. **Point of Contact**

For further information, please call the Area Budget & Fiscal Office or the Area Engineering Office.

/s/

W.H. BLACKBURN
Area Director
Northern Plains Area

Example Letter

April 1, 2005

SUBJECT: Request Waiver of 4% R&M Requirement for FY 2006

TO: W. H. Blackburn
Area Director

THROUGH: NPA Engineering Staff

THROUGH: NPA Budget Staff

FROM: Dr. John Doe
Research Leader

The Biological Control Unit located in Fort Collins, CO requests a waiver of the 4% R&M set aside requirement for the 2006 ARMPS cycle. The reason for this request is that this unit is housed in Colorado State University space and has no facilities to maintain.

Approved/Disapproved

W.H. Blackburn, Area Director

Date

Or another example...

...requests a 2% waiver of the 4% requirement as this unit has recently completed an extensive modernization project and has no other facilities that need repair at this time.

Approved/Disapproved

W.H. Blackburn, Area Director

Date