

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 7309.11 – Buildings and Related Facilities Handbook
Chapter 10 - Facilities Management Process**

Amendment: 7309.11-2016-1

Effective date: September 13, 2016

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 7309.11, 10 Contents, Amendment, 7309.11-91-3, December 26, 1991;
7309.11, 10, Amendment, 7309.11-91-3, December 26, 1991

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Date approved: September 9, 2016

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

10: Revises chapter in its entirety.

10.2: Sets forth new direction for emphasis on accessibility and energy efficiency.

11.1: Adds cross-references to manual and handbook direction.

11.2: Updates Exhibits.

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10 - Facilities Management Process

10.1 - Objective

The Forest Service is committed to designing, locating, constructing, maintaining, and operating its facilities in an environmentally responsible, resource-efficient, and sustainable manner consistent with the Agency's mission (see chapter 70 of this handbook).

1. The objective of facilities management is to oversee, operate, and maintain owned facilities to meet mission objectives. This objective should result in facilities that display at least some or all of the following attributes:

- a. Safe and accessible;
- b. Supportive of inclusiveness;
- c. Attract, retain, motivate, and maintain employees;
- d. Are customer and visitor friendly;
- e. Cost effective, energy efficient, and sustainable;
- f. Digitally updated and updatable;
- g. Provide functional and efficient workspaces that facilitate collaboration, multitasking, and special employee needs;
- h. Meet the Agency mission's needs;
- i. Meet nationally recognized standards;
- j. Easy to maintain or maintenance free throughout their lifespan; and
- k. Spacious and functionally efficient.

2. Facility planning is a part of the facilities management cycle and encompasses the:

- a. Guidance from a variety of sources such as the U.S. Department of Agriculture, Forest Service Strategic Plan; the Land and Resource Management Plan; Organizational Workforce Studies; and others,
- b. Exploration of available options for existing facilities and for acquisition requirements,
- c. Completion of detailed studies and analysis for acquisition needs, and
- d. Determination as to what existing facilities to keep and what facilities are no longer needed. Use the Facilities Master Plan (FMP) as a tool for selecting, organizing, and delegating principal facility support activities in the unit. Update the

plan as needed to maintain effectiveness and to reflect current management objectives and strategies.

10.2 - Scope

This handbook outlines the overall facilities management process. It also identifies major components and activities, discusses the relationship amongst the components, and explains the progressive, analytic, cyclic nature of the process.

11 - General

The facilities management process is the collective, continuing process of investigation, evaluation, planning, and implementation of actions. These actions provide for lifecycle cost-effective, safe, accessible, functional, and sustainable buildings which include related improvements for conducting the mission and work of the Forest Service.

11.1 - Major Phases and Tasks

The facilities management process includes the planning, development, and management phases. The sequential and cyclic nature of this process is illustrated in section 11.2, exhibits 01 and 02.

The basic process is valid for construction, lease, purchase, or exchange alternatives for acquiring Forest Service facilities. The process has some variations depending on the acquisition alternative chosen. The acquisition method is determined by the relative benefits, long-term interests, and available funding.

Resource planning is considered part of facility planning (FSM 1900). It becomes possible, after this consideration, to identify facility needs based on resource or program requirements. Key resource plans are the National Forest Plan, Resource Planning Act Report, and research study plans.

The facility planning phase begins with the FMP which guides acquisition, maintenance, and disposal of facilities. It also identifies facility requirements and guides decision-making related to proposed and existing facilities (see chapter 20, section 22 of this handbook). The facility master plan documents planning decisions as well. The preliminary project analysis involves the analysis of alternative locations, investment levels, and acquisition procedures to determine the best long term method of meeting facility requirements (see section 23). The site development plan, or site plan, depicts the logical and progressive establishment or replacement of buildings and site improvements (see section 24).

The development phase varies, depending on the acquisition method chosen, during the planning phase. In general, however, it includes a design prospectus, conceptual design, final design, and construction, lease, purchase, or exchange actions (see chapter 30, section 34.2 of this handbook).

The management phase begins with occupancy and covers the operation which includes the use, maintenance, and inspection of the facility over the years (see chapter 40 of this handbook).

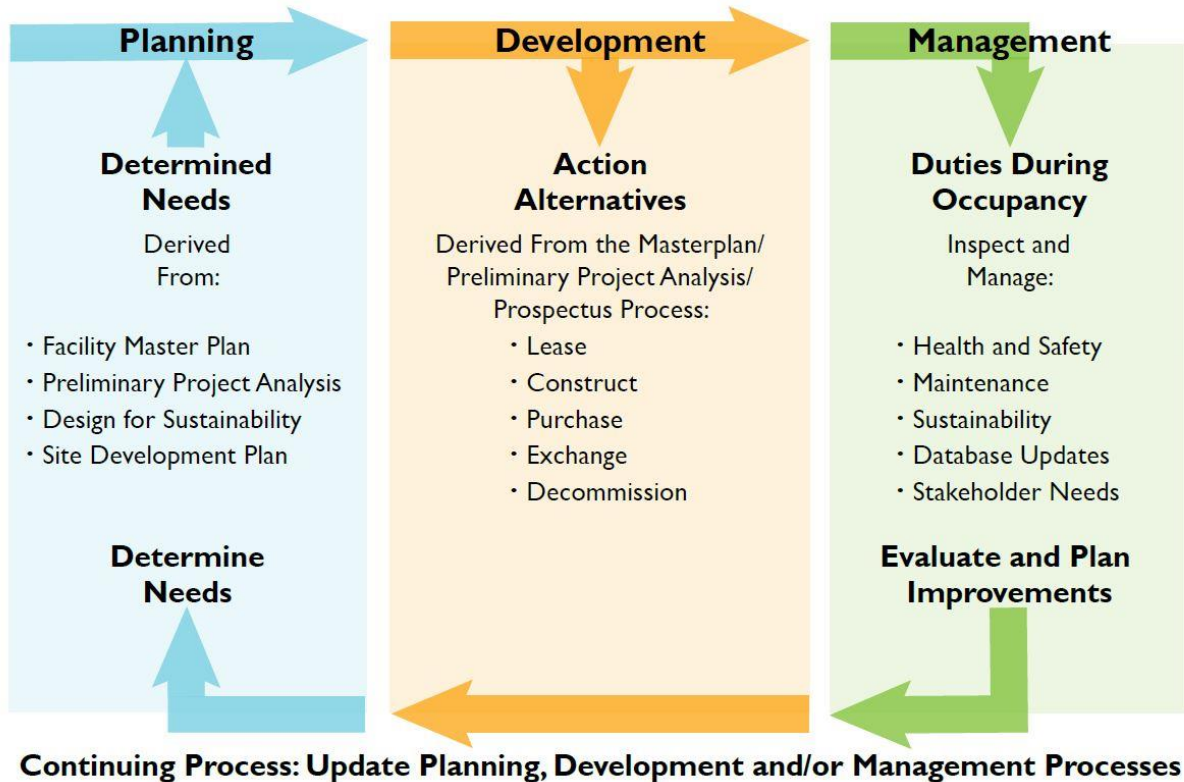
For additional information, visit the [USDA Real Property website](http://www.dm.usda.gov/pmd/realprop.htm) (<http://www.dm.usda.gov/pmd/realprop.htm>).

11.2 - Facility Management Process Exhibits

Exhibits 01 and 02 illustrate the cyclic process of facilities management. The exhibits illustrate some budget process considerations, timing relationships, the phases and stages of the process, and some of the more important tasks involved.

Facility Management Process

Facility Management Process

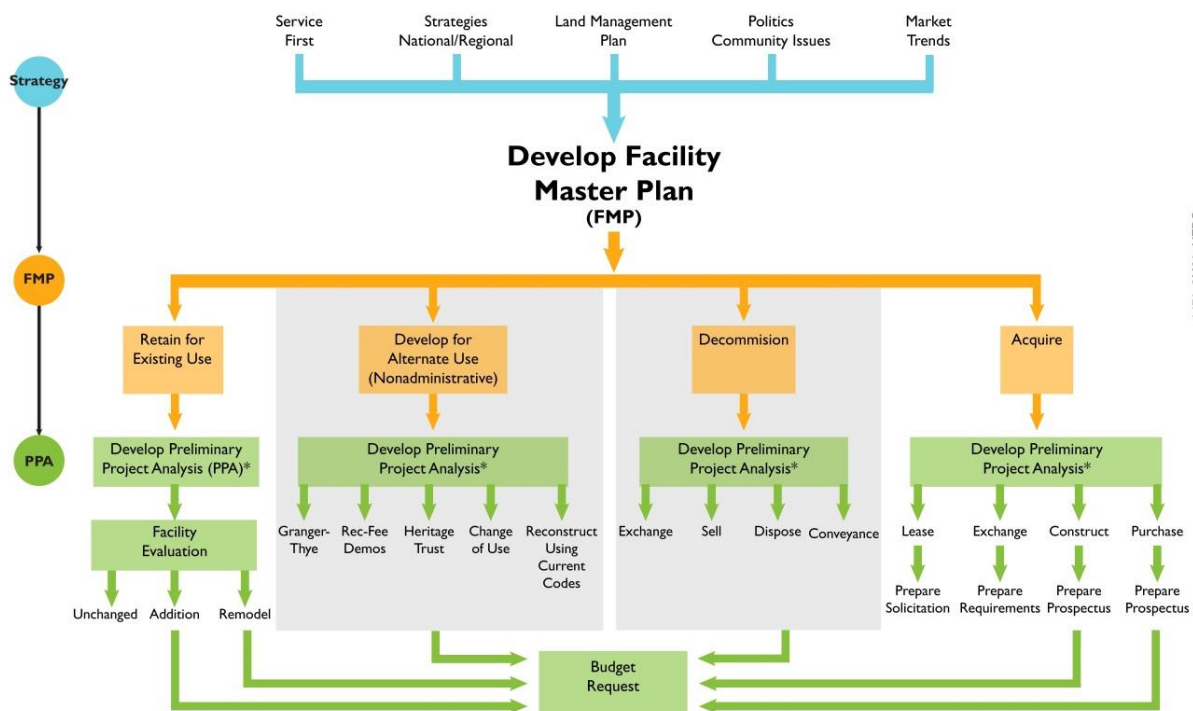


11.2 - Exhibit 02

Facility Planning Process

Facility Planning Process

Flowchart slightly modified from EM7310-4 Facilities Planning
<http://fsweb.wo.fs.fed.us/eng/eng_man_pubs.htm>



*The National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) may drive the analysis. A full preliminary project analysis may not be necessary.