

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 4--General Responsibilities (Program)

Section 2: Specific Areas of Responsibility Between DSFC Personnel and the Service Units

Guideline No. 4.4 (99-35)
October 1, 1999

Supersedes: G 14.4 (91-3), G 79-1, Specific Area of Responsibilities - SFCB and Service Units
G 78-2, Communication with the Service Unit Directors

Distribution: Standard List

Some misunderstanding occasionally exists concerning the relationship between the Division of Sanitation Facilities Construction (SFC), Office of Environmental Health and Engineering (OEHE), personnel and the Service Unit Chief Executive Officers (CEO). This stems from the fact that although SFC personnel are assigned to duty at the Service Units, they remain under the direct administrative and technical supervision of the Director, SFC, with respect to construction activities on Public Law 86-121 projects.

This arrangement is necessary due to the uniqueness of the construction activity, particularly with regard to funding, procurement of materials, changing staffing needs, Tribal relations, and technical engineering guidance required to carry out the objectives of the P.L. 86-121 program as prescribed by law.

It is essential for the Field Engineer to bring Service Unit personnel "on board" with regard to construction activities and SFC administrative issues so that the CEO can properly coordinate the activities of other Service Unit staff, if necessary. At the same time, the Field Engineer must schedule his activities so as to keep them consistent with Service Unit objectives and to lend as much time and effort toward accomplishing those objectives as construction activities will permit. The Field Engineer will act as (civil/environmental) engineering advisor to other Service Unit personnel upon request on a time-available basis.

The Field Engineer's primary mission is the implementation of the P.L. 86-121 construction program. His responsibilities and those of the Area Office and the Service Unit are listed below:

The SFC District Engineer is the SFC Director's representative in the field. The District Engineer is responsible for:

1. Conduct of the Field Engineer and his staff away from the Service Unit location and any disciplinary action required.
2. The provision of services to the field including:
 - A. Technical consultation and review of work during preliminary planning, design, construction, and transfer of all projects.
 - B. Procurement, shipment, and control of construction supplies, materials, and equipment.
 - C. Procurement and assignment of vehicles for P.L. 86-121 project use.
 - D. Preparation of all guidelines relating to the P.L. 86-121 projects, such as feasibility requirements, review of all project summaries and agreements, review of plans, etc.
 - E. In-service training and career development for engineers.
 - F. Procurement of supplies and equipment other than routine office supplies.
 - G. Processing and payment of salary, travel, and training expenses.
 - H. Processing of all personnel actions through Area Office personnel.
3. Designation of types of reports to be required and due dates and the preparation of guidelines for all prescribed reports.
4. Establishments of tours of duty and duty assignments.
5. Written or verbal approval of annual leave in excess of two days. Leave will be officially approved at the Service Unit after the Engineer consults with the District Engineer (or Director in his absence).
6. Initiation of annual efficiency reports.

The Service Unit CEO is responsible for:

1. Conduct of Field Engineers and their staff within the Service Unit confines as it relates to:
 - A. Personal conduct.
 - B. Maintenance and utilization of assigned quarters.

- C. Station leave or other excused short absences.
 - D. Conformance with Service Unit regulations.
 - E. Participation in programs designed to combat emergencies.
2. Provision of services to the Field Engineers and their staff including:
 - A. Services of administrative staff (keeping leave records, issuing ID cards, etc.)
 - B. Janitorial services.
 - C. Furnishing small office supplies, other than of a technically specialized nature.
 3. Assignment of living quarters.
 4. Assignment of office space.
 5. Provide emergency travel advances for approved travel and petty cash (but charged to "Sanitation" or "project" account).
 6. Granting of station leave and annual leave. Written or verbal approval of the appropriate District Engineer (or, in his absence, the Director) to the Field Engineer is required on annual leave in excess of two days. This approval should be obtained by the requesting Field Engineer prior to submitting his/her leave slip to the Service Unit for official approval.
 7. When a community, chapter, or group submits a request for SFC assistance to the CEO it should be forwarded to the Service Unit SFC office. It will then be forwarded to Area SFC for a written response.
 8. Contact the District Engineer or Director, SFC, when disputes with the Field Engineer cannot be resolved.

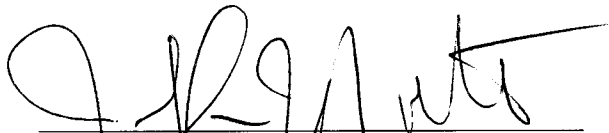
The Field Engineer will:

1. Except for emergencies, give first priority to implementation of the P.L. 86-121 program.
2. Keep the CEO and/or other assigned contact advised of current construction activities and plans for actions which are imminent.
3. Invite the CEO/designated contact to all scheduled agency, chapter, and Tribal meetings and to periodically tour construction projects.

4. Keep the CEO/designated contact advised of content of all meetings with chapters, other agency groups, and individuals.
- 5 Participate in Service Unit staff meetings and Service Unit Health Board meetings on a time-available basis or at the request of the CEO to discuss P.L. 86-121 activities.
6. Without exception, forward all personnel actions, travel vouchers, and training applications through the Area OEHE Administrative Officer. This an absolute necessity to ensure that OEHE stays within their program budget and personnel ceilings.

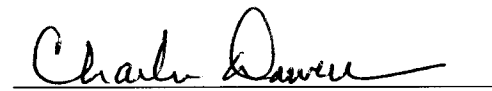
The proceeding defined areas of responsibility and duties should clarify the relationship between the Service Units, the Field Engineers, and the Area Office SFC and help to maintain a good working atmosphere at the Service Unit level. The overall Service Unit program, especially that portion concerned with P.L. 86-121 activities, should be more efficiently implemented as a result.

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