

EAMIP PROJECT NO. MR10

TITLE: Property Management Manual

RESPONSIBILITY: Project Manager: MRMS K.M. Pearson.

PRESENT SITUATION:

The Property Management Manual has not been significantly amended since 1972 and is not applicable to the Department's current method of operation. The AG Observation 14.130 underlined that the current manual is out of date. Recent studies have raised policy issues which need to be resolved in order to provide direction to headquarters and posts.

OBJECTIVE:

To provide accurate and adequate policy and procedural guidance on the management of post properties thereby increasing efficiency and facilitating review of related activities.

GOAL:

To publish a new Property Management Manual by the end of 1985.

DESCRIPTION:

The major tasks in the project include:

- a. Definition and management of chapter writing (project manager)
- b. Development of new policies to incorporate into the manual (functional headquarters elements)
- c. Circulation of the draft manual/or comment/criticism/amendment (project management MRD, MFD, AMA's)
- d. Resolution of conflicts (Project manager through to AC)
- e. Publication (MFS)
- f. Assessing usefulness of manual will be done by MRD and Audit personnel taken together with Post and Branch comments.
- g. Ongoing maintenance. Regular updating of the manual will be the responsibility of MRD/MRC/MRCP.

IMPLEMENTATION CONSIDERATIONS:

The policies required in the manual are clearly tied to many other activities - the EAMP studies on post - branch management and the role of MRD being the most significant. Approval will be required by MRD through his BMC, MCB through the AC, and ultimately USS (particularly if there is disagreement in policy terms). A blessing of some issues could also be required from TB.

Consultation will take place through participation in other studies and allowing a full review of the draft manual. Information requirements resulting from these consultations should be satisfied informally. Posts will not be formally involved in the project.

The need for coordinating the development of policies with all the other studies will impose potential delays. Any indecision or disagreement will require referral to higher levels for resolution and this can take months.

Delay of the project will result in continued justifiable criticism from the AG and TB because of our inability to guide or monitor property management at posts.