

Subchapter 2. Agency Responsibilities

2-7. RESPONSIBILITIES WITHIN DOT

a. The Commanding Officer, United States Coast Guard (USCG) Headquarters, is designated as Executive Agent for health services performed in the health clinics in the DOT Headquarters Building and the USCG Headquarters Building. The Executive Agent will:

- plan, equip, direct, and operate health clinics for DOT civilian employees, as well as for other Federal employees located in the DOT Headquarters Building and USCG Headquarters Building who may be authorized to participate in the health services program;
- make decisions relative to equipment procurement and/or replacement, and procurement of supplies and services;
- request employment ceiling to staff the health clinics through appropriate USCG and Office of the Secretary (OST) channels;
- be responsible for specific procedural guidelines regarding the operation of the health clinics; and
- deal directly with user elements on all matters pertinent to operation of the health clinics, including renegotiation of per capita costs.

b. The Assistant Secretary for Administration for OST and Heads of Operating Administrations with employees in the DOT Headquarters Building and the USCG Headquarters Building shall assure that health services are available to employees as provided herein. They shall:

- designate a representative to deal with the Executive Agent in negotiating per capita costs, making arrangements for special health needs and developing funding agreements; and

- furnish the name, address, and telephone number of the designated official to the Executive Agent with a copy provided to the Director of Personnel, OST.

c. The Director of Administrative Services and Property Management, OST, is responsible for providing adequate space and facilities for the health clinics in accordance with General Services Administration space standards.

d. The Director of Personnel, OST, and the Executive Agent are jointly responsible for:

- developing and issuing basic policy guidelines in providing health services; and
- periodically reviewing the health services program in terms of manpower utilization, personnel relations and services, and mission accomplishment versus planned objectives.

2-8. FUNDING WITHIN DOT

a. The cost of staffing, equipment, supplies, and plant maintenance (e.g., housekeeping, painting, equipment installation, etc.) for those segments of the health clinics which are earmarked for civilian employee usage will be borne by the user elements in a per capita cost reimbursement plan. It will be based on the total number of full-time equivalent employees, on board as of July 1 of the preceding fiscal year for which funding is requested, who will have access to the health clinics.

b. Sixty days prior to the beginning of each fiscal year, the Executive Agent will furnish each user element with a financial plan for the maintenance and operation of the health clinics and provide an estimated per capita cost distribution sheet for planning purposes.

c. Reimbursable billings will be rendered by USCG to each user element quarterly based on July 1 staffing figures as well as on actual costs incurred.