

**CHANGES TO SPACE AND LEASE OF FIELD OFFICES AND FACILITIES**

**1. PURPOSE**

This Directive states the Marketing and Regulatory Programs (MRP) policy for expanding or reducing space; establishing, closing, relocating, or renewing leases of field offices and facilities; and for reviewing existing space at all domestic locations. For international locations, requests should be handled through procedures established by the U.S. Department of State or local embassy.

**2. REPLACEMENT HIGHLIGHTS**

This Directive replaces APHIS Directive 1620.1, Establishing, Expanding, Closing, Reducing, or Relocating Offices and Facilities, dated 7/6/94 and FGIS Directive 1630.1, Space Management Program, dated 5/14/93.

**3. AUTHORITIES**

- a. The Rural Development Act of 1972.
- b. U. S. Department of Agriculture Regulation (DR) 1010-1, Regional Field Structure Organization, dated 7/3/96.
- c. DR 1620-2, USDA Space Management Policy, dated 8/2/02.

**4. DEFINITIONS**

- a. Routine Actions. Requests for additional space, up to 5,000 square feet, or moves within the same building; reduction of space; obtaining/reducing parking spaces. These actions require an MRP Form 114, Request for Changes to Space and Lease of Field Offices and Facilities, which can be accessed on the Internet at [www.aphis.usda.gov/mps/services/realty.html](http://www.aphis.usda.gov/mps/services/realty.html).
- b. Non-routine Actions. Requests to establish, expand, reduce, close, relocate, or renew a lease for any regional office, or any field office or facility.

- c. Incidental Actions. Requests for minor adjustments in space, especially those done in conjunction with lease renewals. These actions do **not** require an MRP Form 114, and can be approved by the field office manager, officer in charge or program equivalent.
- d. Civil Rights Impacts. The effects of major policy actions on the rights and opportunities of minorities, women, and persons with disabilities who are employees or applicants for employment within USDA.
- e. Civil Rights Impact Analysis. An analysis conducted to determine the scope, intensity, direction, duration, and significance of impacts resulting from an Agency's proposed employment actions and activities. Such an analysis is required to determine civil rights impacts prior to and during the implementation of major policy actions. Consequences of proposed policies or actions such as collocating, relocating, or closing offices and facilities, which, if implemented, may negatively and disproportionately affect minorities, women, or persons with disabilities.

## 5. POLICY

It is MRP policy to:

- a. Obtain space or land which meets the minimum requirements at the lowest cost.
- b. Comply with the standard utilization rate (UR) for USDA office space of 150 square feet of space per person. The UR of 150 square feet includes employee workstations, circulation areas (including reception areas), file space, and all private offices. Generally, this will include all space finished as standard office space. Those items which constitute special space, such as a conference room, laboratory, light industrial, warehouse, ware yard, training, ADP, sick rooms, break rooms, bid rooms, kennels, quarters, and storage are not included in the UR.
- c. Use existing Government-owned or -leased facilities within reason, unless justified otherwise.
- d. Whenever possible, collocate offices with other MRP offices, USDA offices, Federal offices, or State Cooperators. Refer to DR 1620-2, USDA Space Management Policy, dated August 2, 2002. Locate MRP activities with other agency or USDA activities when this meets program and client needs and enhances customer service.
- e. Comply with Civil Rights Impact requirements.

- f. Maintain a field space inspection and evaluation program.
- g. Provide employees with a safe, healthful, drug-free working environment.
- h. Ensure that all facilities are accessible to persons with disabilities unless waived by the General Services Administration.

## 6. APPROVAL

- a. No approvals are required above the field office manager, officer in charge, or a program equivalent of the facility for incidental actions.
- b. Approval must be obtained from the regional director, field office manager, or equivalent for routine actions.
- c. Approvals must be obtained from the appropriate MRP Agency Administrator and the Department for non-routine actions.

## 7. RESPONSIBILITIES

- a. MRPBS, Administrative Services Division (ASD), Policy Support Branch (PSB), is responsible for real property policy and acts as a liaison to the Department on space utilization rates, facilities, electronic equipment accessibility policy for persons with disabilities, and other real property policy issues.
- b. MRPBS, Employee Services Division (ESD), Facility Management and Protective Services Branch (FMPSB) Headquarters Facility Services (HFS), is responsible for the management of acquiring, relocating, and reducing space in the Washington metropolitan area.
- c. MRPBS, ASD, Realty Services (RS), is responsible for the management of acquiring, relocating, and reducing space, buildings, and land outside the Washington metropolitan area.
- d. The requesting office is responsible for preparing MRP Form 114 along with all required substantiating documents set forth in this Directive through appropriate channels. Once approved, the requesting office can make public announcements of pending moves, taking action to expand or reduce space, or to establish, close, relocate, or renew a lease for an office or facility.
- e. The Regional or State Director, Field Office Manager, or Equivalent will:
  - (1) Review actions for program compliance and cost reasonableness, and

- (2) Approve routine actions.

## 8. PROCEDURES

a. Organizational Proposal. The following changes require Departmental approval:

- (1) Establishment of an agency, service, or office.
- (2) Establishment, abolishment, or transfer of:
  - (a) A unit which reports directly to the head of an agency, service, or office.
  - (b) A regional structure or office.
- (3) Abolishment or transfer to another Congressional district of a unit or office outside of headquarters.
- (4) All proposals will include a brief narrative statement covering:
  - (a) Changes proposed and rationale for these changes;
  - (b) Anticipated changes to the agency's budget including cost increases and source of funding or cost savings;
  - (c) Expected program accomplishments;
  - (d) Staffing;
  - (e) Maps showing any changes in regional boundaries; and
  - (f) Telecommunications requirements.

b. When proposing a routine action to expand or reduce space, or to establish, close, relocate, or renew a lease for an office or facility, the originating office will:

- (1) Prepare MRP Form 114 as well as any supporting program justification and cost information.
- (2) Send the original and necessary copies to the Regional or State Director, field office manager or equivalent, and an advance copy to MRPBS, ASD, RS.

- c. When proposing a non-routine action to expand or reduce space, or to establish, close, relocate, or renew a lease for a field office or facility; the originating office will:
- (1) Contact the appropriate agency's Director, Civil Rights Staff, to determine whether a Civil Rights impact analysis is required.
  - (2) If a civil rights impact analysis is required, prepare the analysis in accordance with the Secretary's Memorandum 1662, Supplement 8, Civil Rights Consideration of Policy Action, and DR 4300-4, Civil Rights Impact Analysis, dated September 22, 1993, to determine if the proposed actions will negatively and disproportionately affect women, minorities, or persons with disabilities when compared to other persons.
  - (3) Include an organizational proposal.
  - (4) Forward both, along with MRP Form 114, through the Regional Director, field office manager or equivalent, to the appropriate MRP agency's Deputy Administrator.
  - (5) For non-routine actions affecting offices with ten or more employees, contact the appropriate servicing Human Resources specialist for the correct procedures and information.
- d. The Regional or State Director, Field Office Manager, or Equivalent will:
- (1) Review and approve/disapprove routine actions for other than the Washington Metropolitan area. If approved, forward to MRPBS, ASD, RS.
  - (2) Review and recommend approval/disapproval of non-routine actions for other than the Washington Metropolitan area. If recommending approval, forward to MRPBS, ASD, RS.
  - (3) Submit copies of routine and non-routine action certifications to the appropriate MRP agency's Director, Civil Rights Staff.
- e. The Director, Civil Rights Staff, will:
- (1) Review certifications on all routine and non-routine actions for submission to the agency's final-approval authority ensuring that the civil rights impact of proposed policy actions is identified and addressed.

- (2) Work with program staffs to develop analytical documentation to substantiate denial of certification on any routine or non-routine proposed policy actions that may adversely impact minorities, women, and/or persons with disabilities.
- f. MRPBS, ESD, FMPSB, HFS, or MRPBS, ASD, RS, as appropriate, will:
- (1) Comply with the National Historic Preservation Act and Executive Order 11539 by following the procedures set forth in 36 CFR 800 when the requirement includes the lease, purchase, or sale of land; or construction, demolition, or alteration on MRP-owned land. Negotiate, prepare, execute when authorized, and distribute all leasing and assignment documents.
  - (2) Review non-routine actions and forward to the appropriate MRP Agency's Administrator.

## 9. INQUIRIES

- a. Direct space inquiries to MRPBS, RS, on 612-336-3214.
- b. Direct inquiries concerning policy and regulations relating to Title VII, Non-discrimination in Employment Program, to the appropriate MRP agency's Director, Civil Rights Staff.
- c. Direct inquiries concerning safety, health, and environment to the appropriate MRP agency's safety, health and environmental staff or the MRPBS, ESD, FMPSB staff.
- d. For questions concerning this Directive, contact MRPBS, ASD, PSB, on 301-734-8468.
- e. MRP directives are accessible on the Internet at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library) and <http://insideams>. The MRP Form 114 for the field is accessible on the Internet at [www.aphis.usda.gov/mps/services/realty.html](http://www.aphis.usda.gov/mps/services/realty.html).

/s/

Joanne Munno *for*  
Deputy Administrator  
MRP Business Services