



ADMINISTRATIVE
COMMUNICATIONS SYSTEM
U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

OM:4-103

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Distribution:
All Education employees

Approved by: /s/ Christopher Marston for
Michell C. Clark
Assistant Secretary for Management

Space Management

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For questions regarding this directive, please contact Scott Taylor via scott.taylor@ed.gov or on (202) 401-9496.

Supersedes OM:4-103, Space Management, dated 07/18/2006.

I. Purpose

This directive establishes the U.S. Department of Education's (ED's) policy and procedures for space planning, design and construction; provides uniform and consistent criteria on space and furniture allocation; and provides guidance on the acquisition, utilization, and assignment of space.

II. Policy

ED policy is to: a) standardize the acquisition, allocation, design, and disposal of space; b) utilize space in an efficient and cost effective manner based on architectural criteria, including design standards, federal regulations, building codes, and other appropriate models and codes; and c) standardize space criteria and furniture procurement through the Office of Management (OM).

III. Authorization

The policy and procedures described in this directive are established in accordance with the delegation of authority for facilities management issued by the Secretary to the Assistant Secretary for Management through delegation EA/EM/270, certified on June 6, 2002.

IV. Applicability

Effective as of the date of this directive, and applicable to all relocations programmed by each Principal Officer after this date, this directive applies to all ED FTEs both in Headquarters and in the Regions that occupy space and furniture provided by ED. The applicability to non-Federal staff is at the discretion of each POC. This directive will not apply to relocations or renovations in any building for which the POR already has been completed, or within any building that had been deemed substantially complete or is currently occupied. The intended applicability is as space is designed prior to occupancy.

V. Definitions

- A. **Circulation Factor:** A multiplier applied to each work and support space used to estimate the amount of secondary circulation required to support these spaces.
- B. **Dominant Portion:** The portion of the enclosing finished surface that comprises 50% or more of the vertical floor-to-ceiling dimension.
- C. **Freestanding Furniture:** Case goods or other furniture that is structurally self-supporting.
- D. **Lease:** A written agreement between a lessee and GSA to occupy private building space under specific terms and conditions for a specified term and rent.
- E. **Occupancy Agreement (OA):** A written agreement between the General Services Administration (GSA) and an agency to occupy federally owned or

- leased building space under specific terms and conditions for a specified term and rent.
- F. **Open Plan:** A space layout of workstations, furniture and/or equipment within a specific area, excluding private offices.
- G. **Office Space:** Space that is designated and/or occupied as private office(s). Offices are enclosed with gypsum wallboard partitions and provide an environment suitable for work, including adequate lighting, air conditioning, heating, ventilation, floor covering, wall finish, and accessibility.
- H. **Principal Officer:** An Assistant Secretary and/or equivalent in Headquarters, and for the purposes of this directive, the Secretary's Regional Representative (SRR) in the Regions.
- I. **Program of Requirements (POR):** A document that describes ED's space standards and performance specifications, and the space requirements for each Principal Office.
- J. **Rent:** The cost assessed by GSA for space and related services to agencies with tenancy in GSA controlled space or as the agent in regard to commercially leased space.
- K. **Space:** Includes all space within the Lease and/or Occupancy Agreement and all appurtenances, such as but not limited to utilities.
- L. **Space Assignment:** The authorization to occupy and use a specific building and/or designated area.
- M. **Support Space:** All office space not identified for occupancy, generally used for equipment, files, or storage.
- N. **Systems Furniture:** Modular furniture comprised of interchangeable non-load bearing panels, worksurfaces, and storage units.
- O. **Workstation:** A cubicle within which a person may be assigned. Workstations are enclosed by systems furniture partitions, typically a minimum of 65" high, and provide an environment suitable for work, including adequate lighting, air conditioning, heating, ventilation, floor covering, wall finish, and accessibility.

VI. Responsibilities

The OM/Facilities and Management Services (FMS) is responsible for acquisition, disposal, and accountability of space; development of space criteria; planning, design, review, and approval of designs; construction and final acceptance of space; and ensuring the health, safety and welfare of occupants in the performance of these responsibilities. The OM/FMS also has the responsibility to ensure that sufficient funding is available annually to pay ED's rent bills and that accurate budget submissions are provided to

Budget Service, Office of Planning, Evaluation, and Policy Development. Additionally, FMS must report the status of its real estate holdings rents.

- A. The Assistant Secretary for Management is responsible for the administration of all space assigned to ED by the GSA.
- B. The Director of Facilities and Management Services is responsible for:
 - 1. Administering ED space programs.
 - 2. Serving as the liaison to the GSA representative regarding acquisition, planning, design, assignment, utilization and release of space.
 - 3. Providing technical assistance for acquisition, planning, design, construction and acceptance of space.
 - 4. Providing oversight and planning to ensure proper utilization of assigned space in conjunction with the POR of the individual ED organizational elements.
 - 5. Providing project and building service management in concert with a space action or disposal, including the coordination of moves and IT services with the Office of the Chief Information Officer (OCIO.)
 - 6. Coordinating the layout, specification, and procurement of all furniture with the POC that will occupy the space.
- C. The Principal Officers are responsible for:
 - 1. Requesting and justifying space requirements to OM/FMS.
 - 2. Assuring the minimum space required to perform the PO's mission is used in an efficient and effective manner with the assistance of OM/FMS.
 - 3. Assuring the use of space is justified and is within the standard space criteria.
 - 4. Assuring that all furniture procurement is through, coordinated by and approved by OM/FMS in order to ensure the products meet the minimum standards, are interchangeable with existing inventory, and comply with ED contracting policy and procedures.
- D. The Office for Civil Rights (OCR), the Office of Inspector General (OIG) and Federal Student Aid (FSA), are responsible for budgeting funds to cover costs for any design, construction, furnishings, and rental payment for their current space as well as expansion requirements. The remainder of ED will be budgeted through general appropriations, which will be provided to the OM Executive

Officer for appropriate action. Work will neither be planned nor implemented until the Executive Officer (or equivalent) signs off on the availability of funds.

VII. Requirements

- A. ED's assigned space will be utilized by all personnel to the maximum extent practical OM will not acquire additional space until space requirements are justified and it has been determined that suitable space is unavailable within the Principal Officer's existing space allocation.
- B. All space designs will utilize the open plan concept to the maximum extent possible. The intent of the open plan concept is to efficiently utilize space, improve air quality and illumination, maximize the occupants' exposure to natural light and promote energy savings.
- C. Space Criteria

Grade	Square Feet/ Furniture Type
GS-14 or below (Non-supv)	100 sf systems furniture workstation
GS -14 or below (Supv.)	150 sf office / systems furniture
GS -15	150 sf office / systems furniture
Senior Executive Service, Regional Director	200 sf office / freestanding furniture
Secretary's Regional Representative, Deputy Assistant Secretary	250 sf office/ freestanding furniture
Assistant Secretary	300 sf office/ freestanding furniture

Note: All space allocations shall be measured from the dominant portion of the enclosing walls or panels. No deduction shall be made for columns or other projections necessary to the structural integrity of the building. Measurements may vary up to 10% for the purpose of accommodating building conditions.

IX. Procedures

- A. Provide documentation by way of a letter and/or email requesting and justifying additional space based on the above criteria sent to the Director of OM/FMS Project/Space Manager will assist in determining the space requirements in conjunction with the requesting office. Contractor support will be available in the development of a POR for intricate projects.
- B. While the exact format of the questionnaire may vary, each POR must include the following information:
 1. Complete names of all staff
 2. Grade of each staff and/or contractor (equivalent)
 3. Job title and/or function, including specification of a supervisory position
 4. Type of space allocated, office or workstation
 5. Any special accommodations required for individuals with disabilities

6. Identification of all support and special space (i.e. storage, copy space, conference room, break room, pantries, etc.) with corresponding square footage
 7. Unique requirements of this space request.
 8. Certification by Executive Officer of funding availability for renovation and/or rent as required
 9. Permanent or temporary space requirement; if temporary space, anticipated date of release
 10. Designated point of contact within the Principal Office who will serve as liaison to OM/FMS
 11. Approval of the Director of Facilities and Management Services or his/her designee, the Executive Officer for each POC associated with the location, and, the on-site senior manager designated by each Executive Officer
 12. Summary of space requirements, including the circulation factor
- C. Approval and Acquisition of Space Request
1. Upon approval of the space request, OM/FMS will submit a request for space to GSA.
 2. A reasonable time for space acquisition requires at least 120 days notice subsequent to verification of space requirement.
- D. Release of Space
- ED may release space to the GSA, for any reason, as excess with a 120-day notice. All space to be released must be through notification to OM/FMS in order to ensure this space has been removed from our inventory and rental payments have been terminated.