

CENTRALIZED SERVICES IN FEDERAL BUILDINGS - GENERAL

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26-00-00 SCOPE

This part prescribes the methods by which the General Services Administration provides for establishment of centralized services in GSA controlled Federal Buildings occupied by a number of executive agencies.

This chapter states general policies, guidelines, and procedures for the establishment of centralized services in multioccupant Federal buildings. It implements Bureau of the Budget Circular No. A-68, "Establishment of central supporting service facilities in headquarters and field office locations," dated August 28, 1964.

26-00-05 APPLICABILITY

The regulations in this part apply to all executive agencies that occupy space in, or are prospective occupants of, multioccupant GSA controlled Federal buildings located in the United States. In appropriate circumstances, the centralized services provided pursuant to this part may be extended to agencies occupying nearby Federal buildings. For purposes of this part, reference to Federal buildings may be deemed to include, when appropriate, leased buildings under the control of GSA.

26-00-10 TERMINOLOGY

- A. Centralized services means those central supporting services and facilities provided to occupying agencies in Federal buildings in lieu of each agency providing the same services or facilities for its own use. It does not include such common buildings features as cafeterias, blind stands, auditoriums, dumbwaiters, incinerators, loading platforms, or similar facilities. Excluded, also, are interagency motor vehicle pools.
- B. Occupying agency means any Federal agency assigned space in a building for which GSA has responsibility for the functions of operation and maintenance in addition to space assignment.

26-00-15 GSA POLICY

To the extent practicable, GSA will provide or arrange for the provision of centralized services whenever such services ensure increased efficiency and economy to the Government without hampering program activities or essential internal administration of the agencies to be served.

26-00-20 ECONOMIC FEASIBILITY OF CENTRALIZED SERVICES**A. General**

GSA is currently providing various centralized services to Federal agencies in such fields as office and storage space, supplies and materials, communications, records management, and transportation services. Centralization of other supporting services or activities such as health units, printing and duplicating plants, use of training devices and facilities, and central facilities for receipt and dispatch of mail, is frequently feasible with resulting economies in personnel, equipment, and space. Opportunities to effect economies through planned consolidation of such services occur particularly during the design stage of the construction of new Federal buildings.

B. Basis for Determining Economic Feasibility

1. Whenever possible, determination of the economic feasibility of a proposed centralized service shall be based upon standard data on the relationship of the size of the Federal building, the number of occupants, location, and other factors pertinent to the type of centralized service being considered.
2. In the absence of standard data on which a determination of economic feasibility may be based, or where such data must be supplemented by additional factual information, a formal feasibility study will be made by GSA prior to a final determination to proceed with the furnishing of a centralized service. Generally, a formal feasibility study will be made only if provision of the proposed centralized service would involve the pooling of staff, equipment, and space which occupying agencies otherwise would be required to utilize in providing the service for themselves. Examples of centralized services which require formal studies include printing and duplicating plants, self-service stores, and similar facilities.
3. On the basis of experience under the centralized services program, GSA will develop criteria as to cost comparisons, production needs, building population, number of agencies involved, and other appropriate factors for consideration in determining the practicability of establishing various types of centralized services.

C. Data Requirements for Feasibility Studies

1. The data requirements for feasibility studies may vary from program to program, but shall be standard within any single program. Such data shall establish the costs resulting from provision of the service on a centralized basis as compared to the same service provided separately by each of the occupying agencies, including the costs of personnel assigned to provide the service, comparative space needs, equipment utilization, and any other pertinent factors.
2. Wherever feasible and appropriate, data will be obtained directly from the prospective occupying agencies, subject to necessary verification procedures. Suitable standard formats and necessary instructions for submission of data will be prescribed in applicable issuances.
3. Agencies required to submit data for a feasibility study will be furnished with copies of the prescribed reporting forms and such assistance as may be needed to assure their accurate and timely completion.

D. Scheduling Feasibility Studies

The schedule of feasibility studies will be coordinated by GSA with its construction, space management, and building management programs. Before initiating the study, the Administrator of General Services, or his authorized designee, will give at least 30 days' notice to the head of each agency that will be served by the proposed centralized facility. Such notice will contain an indication of the cost involved and the general procedures to be followed in the study.

E. Designating Agency Representatives

The head of each agency receiving a GSA notice regarding a scheduled feasibility study will be requested to designate one or more officials at the location where the study will be made who may consult with authorized GSA representatives. Such information and assistance as is required or pertinent for an adequate review of the feasibility of the proposed centralized service shall be made available to GSA through the designated agency representative. The Division of General Services, OA will coordinate studies within the Department.

F. Conduct of Feasibility Studies

An initial meeting of the representatives of prospective occupying agencies will be held to discuss the objectives and detailed procedures to be followed in the conduct of each feasibility study. Arrangements will be made at this meeting for obtaining all necessary data in accordance with subsection C. above.

(26-00-20 continued)

G. Administrator's Determination

1. The Administrator of General Services will determine, on the basis of the feasibility study, whether provision of centralized service meets the criteria for increased economy, efficiency, and service, with due regard to the program and internal administrative requirements of the agencies to be served. The Director of the Bureau of the Budget and the head of each agency affected will be advised of the Administrator's determination and of the reasons therefor. Each determination to provide a centralized service shall include a formal report containing an explanation of the advantage to be gained, a comparison of estimated annual costs between the proposed centralized operation and separate agency operations, and a statement of the date the centralized facility will be fully operational.
2. While a formal appeals procedure is not prescribed, Bureau of the Budget Circular No. A-68 provides that any agency desiring to explain its inability to participate in the use of a centralized service may do so through a letter to the Director of the Bureau of the Budget, with a copy to the Administrator of General Services.

26-00-30 OPERATION OF THE CENTRALIZED FACILITY

- A. GSA will continually appraise the operation of the centralized facilities to ensure their continued justification in terms of economy and efficiency. Centralized service provided pursuant to this regulation may be discontinued or curtailed if no actual savings or operating improvements are realized after a minimum operating period of one year. Occupying agencies will be consulted regarding the timing of curtailment or discontinuance of any centralized services and the heads of such agencies notified at least 60 days in advance of such action.
- B. Where mutual agreement is reached, an agency other than GSA may be designated by the Administrator of General Services to administer a centralized service.
- C. Arrangements with regard to financing will conform to the special requirements of each type of centralized service and to existing law. Normally, reimbursement will be made for the use of established services except where the cost is nominal or where reimbursement may not be practicable.

26-00-35 AGENCY COMMITTEESA. Establishment

An occupying agency committee will be established by GSA to assist it, or such other agency may be responsible, in the cooperative utilization of the centralized activities, as defined in 26-00-10A, provided in a Federal building. Generally, such a committee will be established when the problems of a administration and coordination necessitate a formal method of consultation and discussion among occupying agencies.

B. Membership

Each occupying agency of a Federal building is entitled to membership on an agency committee. The chairman of each such committee shall be a GSA employee designated by the appropriate GSA Regional Administrator, except that if another agency has been designated to administer the centralized service, the chairman shall be an employee of such other agency designated by competent authority within that agency.

C. Activities

Agency committees shall be advisory in nature and shall be concerned with the effectiveness of centralized services in the building. Recommendations of an agency committee will be forwarded by the chairman to the appropriate GSA officials for consideration and decision.

D. Reports

A resume of the minutes of each meeting of an agency committee shall be furnished to each member of the committee and to the appropriate GSA Regional Administrator.