

Subject: MANAGEMENT OF GENERAL SERVICES ADMINISTRATION ASSIGNED
OFFICE SPACE FOR OPERATING DIVISIONS AND STAFF DIVISIONS

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24-02-10 PURPOSE

The purpose of this chapter is to provide policy directives and procedures for the acquisition and management of General Services Administration (GSA) assigned office space (including ancillary special type space) for Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs).

24-02-20 POLICY

- A. The reduction of government space on a nationwide basis is an initiative of the Administration and is mandated by Executive Orders 12411 (Government Work Space Management Reforms - 3/29/83) and 12512 (Federal Real Property Management - 4/29/85). These Executive Orders authorize GSA to provide policy oversight and procedures to guide agencies in managing real property assets.
- B. It is the policy of the Department to support and implement this Presidential initiative through the development of space reduction plans and the practice of good space management in conformance with the applicable Executive Orders and GSA Federal Property Management Regulations (FPMRs).
- C. It is the policy of the Department that the Head of each OPDIV (except HDS and FSA) is responsible for the acquisition and management of office space for field and headquarters components of that organization, excluding regional office space and space in the southwest Washington complex. Space Management for HDS and FSA headquarters in the southwest Washington complex is handled by the office of Buildings Management and Telecommunications. Regional space management for HDS and FSA is the responsibility of the Regional Director of each region. The Regional Director of each region has responsibility for acquisition and management for all regional office space. (See General Administration Manual Chapter 24-01, "Management of Regional Office Space," for details on regional office space management).

- D. It is the policy of the Department that provisions of the GSA FPMR, Temporary Regulation D-73, be followed explicitly. All OPDIV agency bureaus and all STAFFDIVs will individually achieve a maximum space utilization of 135 square feet per work station (excluding GSA approved supplemental space) by the end of FY 1990. Effective with the publication of D-73 (02/11/87), all office moves or major space renovations in-place will meet the D-73 requirement for a utilization rate of 135 square feet per work station, including supplemental space.
- E. OPDIVs (not OS STAFFDIVs) may enter into negotiations with GSA for changes in GSA approved supplemental space factors, to define various types of special work stations, or for the purpose of developing special Space Allocation Standards unique to specific types of facilities. Because work space management has such a significant and direct impact on OPDIV budgets, OPDIVs must notify the Assistant Secretary for Management and Budget (ASMB) that they intend to enter into such negotiations with GSA, must inform the ASMB of progress in said negotiations, and must obtain signature approval of the ASMB on any applicable documentation before seeking GSA signature approval and before using same for space management purposes for OPDIV space.
- F. Emphasis on the use of systems or modular furniture is recommended (as funding allows) for all office renovations or moves, particularly where space utilization rates will be at the 135 square foot level or less, including supplemental space. Furniture buys should be coordinated to the maximum extent possible to minimize purchase price through large-scale buying. All systems and modular furniture buys require prior approval of the Office of Procurement and Logistics Policy, Office of the Assistant Secretary for Management and Budget (ASMB).

24-02-30 APPLICABILITY

The provisions of this directive apply to all GSA assigned office space utilized by components of OPDIVs and STAFFDIVs excepting Regional Office Space.

24-02-40 RESPONSIBILITIES

Heads of OPDIVs and STAFFDIVs have the responsibility to acquire and manage all office space for their agency bureaus. It is his/her responsibility to insure the development and implementation of space management plans that will meet the requirements and space reduction goals of the applicable Executive Orders and GSA FPMRs. Furthermore, Heads of all OPDIVs and STAFFDIVs have the responsibility to support the provisions of this directive.

24-02-50 PROCEDURES

A. Work Space Management Plans

Each OPDIV and STAFFDIV will update the Work Space Management Plan (WSMP) for each agency bureau in preparation for the annual budget cycle each fiscal year and at other such times as specified by headquarters instructions.

1. Format will be in accordance with applicable GSA FPMRs supplemented by specific instructions from OS Headquarters. The summary WSMP for each agency bureau will include plans for each regional office component. It is the responsibility of each Regional Director to develop the WSMP for regional OPDIV and STAFFDIV components and to provide copies in a timely fashion to appropriate OPDIV and STAFFDIV officials. In a like manner, it is the responsibility of the Director, Office of Buildings Management and Telecommunications (OBMT/OAMS/ASMB) to develop and forward the WSMP for all OPDIV and STAFFDIV components located in the Southwest Complex, Washington, D. C. OPDIV Work Space Management Plans will be submitted to OS as part of the annual budget call and at such other times as may be requested by the ASMB. All plans will show specific progress toward the goal of reducing and maintaining space to the then current acceptable utilization rate for each agency bureau.

B. Space Allocation

- o Heads of OPDIVs and STAFFDIVs are required to certify the accuracy of the number and type of all personnel who require workstations.

o Allocation of Office Type Space.

The responsible OPDIV or STAFFDIV official will allocate office space based on personnel counts and authorized special work station counts. The sum total of "space allowance units" as specified below determines the overall amount of space "allocated" to each organizational element (NOTE: A "space allowance unit" will be a maximum of either 135 square feet per workstation plus supplemental, 135 square feet per workstation including supplemental, or 122 square feet per workstation including supplemental, per D-73 definitions.)

- . Authorized full-time permanent slots: one space allowance unit per full-time permanent (FTP).
- . Stay-in-school students and/or other ceiling exempt staff: one-half space allowance unit per person.
- . Authorized full-time temporary employees: one space allowance unit per employee.
- . Authorized part-time employees: one space allowance unit for employees with a work week greater than 20 hours but less than 40 hours per week. One-half space allowance unit for those working 20 hours per week or less.
- . All contract employees: one-half space allowance unit per employee.
- . Computer work stations: one-half space allowance unit for each terminal or PC centrally located and dedicated for the regular use of multiple employees. The number of computer work stations will not exceed one work station per 4 employees who do not have a terminal or PC at their own work station.
- . Other authorized special work stations: As specified in any HHS and GSA approved "Space Allocation Standard" used for a specific type of facility in lieu of D-73 standards.

The above information is only for determining overall space allocations to organizational components. This is not a directive regarding actual work station size, count or configuration. In accordance with GSA FPMRs, individual work station size is to be determined by the furniture and equipment requirements of the specific task to be performed at that work station.

o Allocation of Ancillary Special Type Space.

The responsible OPDIV and STAFFDIV official may allocate ancillary special type space as required in accordance with the FPMRs. The changing of the designation of office type space to special type space for the purpose of improving the overall office space utilization rate is not authorized. Special type space allocations involve space with unique architectural characteristics designed to meet the needs for conference rooms, training rooms, storage space, library space, etc.

24-02-60 DEFINITIONS

The meaning of words and phrases as used in this chapter pertaining to the space management program can be found in the FPMR Temporary Regulation D-73 with the exception of the term "space allowance unit" which is defined and used exclusively in HHS policy as a basis for determining overall space allocation figures. The term "agency bureau" means any departmental reporting entity for which there is a separate appropriation listed in the President's budget submission.

24-02-70 REPORTING REQUIREMENTS

Heads of OPDIVs and STAFFDIVs will submit the annual Work Space Management Plans in the approved format in accordance with OS Headquarters directives at the time of the annual budget cycle and at such other times as directed. Submissions will include a separate GSA Form 3530, Sections I and II for each agency bureau. Interim reports regarding specific space management activities will also be submitted, as requested.

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