U.S. Department of Agriculture
Washington, D.C. 20250

DEPARTMENTAL REGULATION	NUMBER: 3901-001
SUBJECT: Service Center Technology Modernization Project (SCTMP) Space Standards for International Technology Services (ITS) Personnel at Service Center Agencies (SCA)	DATE: October 27, 2008
	OPI: The Office of the Chief Information Officer (OCIO) ITS - Administrative Management Division (AMD), Asset Management Branch (AMB)

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*1. PURPOSE

The purpose of this regulation is to provide general space requirements and guidelines for Automated Data Processing (ADP) rooms and ITS personnel located in all SCA managed space. Field offices with no ITS staff must adhere to the ADP room requirements.

2.   SPECIAL INSTRUCTIONS/CANCELLATIONS

   a. This regulation supersedes Departmental Regulation (DR) 3901-001 dated September 21, 2006.

   b. An asterisk (*) in the left margin indicates all significant changes to the regulation. The principal changes to DR 3901-001 are as follows:

      (1) Clarifications regarding the space covered by these regulations and when renovations must be done to bring ADP rooms into compliance.

      (2) Added additional requirements and refinements to ADP room requirements.

      (3) ITS does not need to be identified on SCA exterior signs.

3.   AUTHORITY/REFERENCES

   a. DM 3510-01, Physical Security Standards for Information Technology (IT) Restricted Space.

   b. DR 1620-002, USDA Space Management Policy.

4.   BACKGROUND

   On November 28, 2004, ITS became a separate entity with unique space requirements. As the SCA began to plan for new or renovated space, it became apparent that requirements were needed in order to standardize ITS space across the country. Additionally, it was necessary to incorporate new IT security requirements into all space planning.

5.   POLICY

   The goal of ITS'space management policy is to ensure space is provided that allows ITS employees to efficiently perform their duties, complies with Departmental regulations and at the same time keeps space costs to a minimum.

6.   SCOPE

   The standards in this notice shall be used for all OCIO-ITS space planning. The ADP room standards will be applied to all offices receiving ITS services, including those offices where no ITS staff is co-located.

7. SQUARE FOOTAGE

   a. <u>General</u>. The standards listed in the following table show the maximum square footage
       that will be used in any space request. Requests for deviations from these standards
       should be sent to the OCIO-ITS-AMD-AMB Realty Specialist, who will forward them
       to the appropriate Division Director for approval on a case by case basis. In offices with
       no ITS staff, the ADP room shall be a minimum of 75 square feet and a maximum of
       100 square feet, and the standards in this notice will apply.

MAXIMUM SQUARE FOOTAGES

TYPE OF SPACE	1 ITS	2-3 ITS	4-6 ITS	7-9 ITS
OFFICE - The same square footage as comparable grade level offices of the SCA staffs in the building, not to exceed 150 square feet.	= or <150 SF	Allocated sq. ft. times no. of employees	Allocated sq. ft. times no. of employees	Allocated sq. ft. times no. of employees
ADP ROOM – This room is for IT and telecommunication equipment including the AS400. The room shall be large enough to allow three feet for accessibility around all sides of the equipment. If this calculation is more than 100 square feet, contact the ITS Realty Specialist who will forward them to the appropriate Division Director for approval on a case by case basis.	75-100 SF	75-100 SF	75-100 SF	75-100 SF
STORAGE – Storage space cannot be shared with SCA nor located within the ADP room.	50 SF	50 SF	100 SF	150 SF
WORK/SETUP AREA	50 SF	50 SF	100 SF	150 SF
Maximum Total Square Footage (not including Shared Space)	325 – 350 SF	175-200 SF plus office space	275-300 SF plus office space	375-400 SF plus office space

   b. <u>Shared Space</u>. The cost of shared space shall be allocated based on the number of FTEs.
       For example, in an office with 20 employees, one of which is ITS, ITS shall be charged
       for 1/20th of the square footage of the common use space. Examples of common use
       space are break rooms and mail rooms. ITS shall not be charged for a portion of any

space that they do not use, such as common storage rooms and aerial photography rooms.

8.   LAYOUT OF OCIO-ITS SPACE

a.   General. It is preferred that all ITS space is adjoining. Each room or suite shall have four ceiling to floor walls and a lockable door.

b.   ADP Room. The ADP room must be a separate, lockable room used only for telecommunications and computer equipment. No storage of any kind is allowed in this room. The room must be wide enough to allow three feet for accessibility around all sides of the equipment rack or cabinet.

*c. General ITS Room/Suite.   For safety reasons, the building manager will be issued a key to ITS space. Other than that, only ITS personnel will be issued a key to this space. This space will serve as the ITS employee cubicles/offices, work/setup area and storage.

d.   Space for Division Directors, Branch Chiefs and Group Managers. At locations where private offices are allocated for SCA managers, Division Directors, Branch Chiefs and Group Managers will have a private office with a lockable door. This office may be within or adjacent to the general ITS room.

e.   Private Offices. When a location's existing configuration has non-supervisory personnel occupying private offices, the possibility exists that the non-supervisory employee may have to vacate the office for a supervisor.

9. SPECIFICATIONS FOR LARGE OFFICES

Since the requirements of large offices are unique, the requirements will be defined on a case by case basis at the time of a major renovation or solicitation of new space. Large offices must adhere to all USDA security standards.

The square footage of offices for supervisors and top management may be larger than the 150 square feet as outlined in Section 8. The size of these offices shall be decided on a case by case basis and will be based on the size of comparable grade level offices at the location, with the goal of staying within Departmental standards.

10. SPECIFICATIONS FOR THE ADP ROOM

*The specifications listed below shall be included in all space Solicitation for Offers (SFO). The ADP room shall be renovated to bring it into compliance whenever a new lease is signed, even if the office will remain in the same space, or whenever renovations are made to existing space. Requests for deviations from these standards should be sent to the ITS Realty Specialist, who will forward them to the appropriate Division Director for approval on a case by case basis.

*a. <u>Doors</u>. The number of entrances to the ADP room will be kept to a minimum as required by local fire code. Every entrance into an ADP room must be a metal clad or solid core, lockable door. A managed process will be utilized to control all access to the room. The process can be electronic or manual (key access, door bell with escort and sign-in, etc.) and the process must be documented. One key or code will be assigned to an individual from each SCA. All computer room doors shall be removed from the master key system of the facility. Exterior doors must have either interior hinges or exterior hinges with non-removable pins.

b. <u>Windows</u>. There will be NO WINDOWS in the ADP room, even if a portion of the room has exterior walls.

c. <u>Flooring</u>. The flooring will be anti-static hard surface; no carpet.

*d. <u>Walls</u>. Wall construction will be slab to slab with sound transmission class 40 or better. While this is preferred in all ADP rooms, it is mandatory in new construction.

*e. <u>Temperature and Humidity</u>. The ADP room shall be cooled at all times. The ambient room temperature shall be maintained between 68º to 75ºF (20º to 24ºC). The ambient relative humidity levels shall be maintained between 45% and 55%. The temperature and humidity controls shall be managed within the room, including point of contacts for emergency situations. The ADP room shall have access to temperature readings within the space. Air conditioning must be controlled on the week ends as needed to maintain the minimum temperature in the room.

f. <u>Shared Space</u>. The ADP room shall NOT be designed as a multi-use room. Only ADP and telephone equipment shall be in this room. Mail machines, printers (unless specifically for the ADP equipment), faxes, file cabinets, shared storage, copiers, plotters, etc. shall be located outside the ADP room. ITS storage will NOT be in the ADP room.

g. <u>Plumbing</u>. Because of the danger of water damage, the ADP room shall not be located in areas where water bearing pipes would be overhead.

h. <u>Fire Suppressant Systems</u>. A sprinkler system will be installed when local building codes require it. A dry-pipe system is preferred. Sprinkler heads shall be placed so that they are not directly above any equipment. Each ADP room shall be equipped with a 5 to 6 pound FE-36 fire extinguisher. An annual inspection must be performed on the fire extinguisher.

*i. <u>Telephone System</u>. The telephone demarcation must be inside the building, not on the exterior. While this is preferred at all sites, it is mandatory in new construction. The building contractor shall attach to one wall a sheet of ¾ inch 4 x 8 plywood, painted with fire retardant paint. This will be the extended demarcation point and for the installation of phone equipment, etc.

j. Design Approval. In SCA offices, the Group Manager shall review the electrical section of the construction drawings to ensure that the location of the phone jacks, data ports and electrical outlets will be accessible once systems furniture is installed. In all other offices, the appropriate Division Directors shall review and approve the floor plans. All final floor plans for the ADP room and general space shall be approved by the OCIO-ITS Realty Specialist before construction begins.

k. Public Areas. Where possible, the ADP room shall be within the interior of the building and away from public areas. Where possible, ensure that all computer rooms are not located either above or below public areas in multi-story buildings.

l. Mailrooms and Loading Docks. Where possible, the ADP room shall not be located in close proximity to mailrooms or loading docks.

m. Signage. Ensure that all signs identifying the ADP room are removed from public view. Directories or building maps that identify the location of critical or sensitive asset locations shall not be displayed.

*n. Electrical Power. Where possible, the capability of shutting off power to an information system component that may be malfunctioning or threatened without endangering personnel by requiring them to approach the equipment shall be included in new and refurbished ADP rooms.

11. ADP ROOM EQUIPMENT OUTPUTS

Refer to the manufacturer's requirements for all equipment that will be located in the room.

12. ADP ROOM WIRING

Cable plant specifications will be provided by the appropriate ITS Division.

*13. EXTERIOR SIGNS

Exterior signs identifying the SCA are for the convenience of the public. Since ITS does not directly service the public, there is no requirement for ITS to be identified on these signs.

*14. RESPONSIBILITIES

a. Contracting Officer of the lead agency will:

(1) Work closely with the OCIO-ITS Group Manager and OCIO-ITS Realty Specialist to ensure that the appropriate requirements for the space and wiring/cabling are included in all solicitation offers prior to issuance.

(2) Prior to accepting new space or renewing a lease, will provide to the Realty Specialist, through the OCIO Group Manager, a dimensioned floor plan that clearly shows the ADP room and OCIO-ITS space.

b. OCIO-ITS-TSD Group Manager will:

(1) Work closely with the SCA to identify offices that may be issuing a new lease or doing renovations.

(2) Provide the OCIO-ITS Realty Specialist copies of dimensioned floor plans for all offices that have space issues involving OCIO-ITS, are planning to issue a new lease or are planning renovations.

c. OCIO-ITS Realty Specialist will:

(1) Work with the OCIO-ITS Group managers and the SCA contacts to resolve any issues regarding ITS space and will recommend that an issue be elevated to the State Food and Agriculture Council (SFAC) when consensus can't be reached.

(2) Work with the Real Property staffs of the SCA to develop guidance regarding space issues that may involve OCIO-ITS space.

(3) Approve all new floor plans.

-END-

APPENDIX A

DEFINITIONS

a.   ADP Room. All areas that house telephone and/or computer equipment.

b.   Public Areas. Areas open to all individuals, including visitors. Examples are reception rooms, training rooms, cafeterias/vending areas, and rest rooms.

c.   Shared Space. Space, such as a break room, that is shared by more than one agency within a given office.

d.   Service Center Agencies. Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Rural Development (RD) are collectively referred to as the Service Center Agencies (SCA).

e.   Large Offices. For definition see OCIO-ITS Equipment Security Procedures Manual, Chapter 1, Section 5 which can be found at http://www.ocionet.usda.gov/ocio/its/security/library/security_Library.asp

APPENDIX B

ABBREVIATIONS

ADP   Automated Data Processing
DM   Departmental Manual
FTE   Full Time Equivalent
IT   Information Technology
ITS   International Technology Services
SCA   Service Center Agencies
*SFO   Solicitation for Offers
SCTMP   Service Center Technology Modernization Project
TSD   Technology Support Division