

6 FAM 1700 SPACE ALLOCATION AND RELATED SERVICES

6 FAM 1710 OFFICE SPACE ASSIGNMENT AND UTILIZATION, DESIGN AND CONSTRUCTION

(CT:GS-139; 09-23-2004)
(Office of Origin: A/OPR/RPM)

6 FAM 1711 GENERAL PROVISIONS: ASSIGNMENT AND UTILIZATION

(CT:GS-139; 09-23-2004)
(State Only)

- a. Guidelines for the assignment of space are contained in the *General Services Administration (GSA) Management Regulations (MR)*, 41 CFR Part 102-79, and the *GSA Public Building Service Customer Guide to Real Property*. The *MR* establish a cooperative process for the determination of requirements and the assignment of space. *The primary goal in assigning office and support space for the Harry S Truman Building (HST) is based on using a utilization rate (UR) of 171 occupiable square feet per person as approved by GSA. The UR may vary in some areas because of constraints placed on the space that may have an impact on the entire building. The UR for all other buildings shall be a maximum of 153 square feet per person except where special utilization rates are approved by GSA.*
- b. *Exception to the rule: Department of State policy is to conform to the standards in paragraph a of this section, where possible. However, in some Department of State buildings there are historic preservation constraints such as unusual shaped floors, etc., that make strict adherence to the standards inappropriate. Office space standards have been established for the Department and are available through the Office of Real Property Management (A/OPR/RPM).*

- c. *The Department also has an open space goal of 80 percent system furniture and 20 percent private offices for each renovation or new space acquisition. This approach will assist in providing the most efficient and flexible utilization of space.*
- d. This regulation implements the Quality Workplace Environment Program. The goal of this program is to increase efficiency and provide a working environment, while reducing the cost of Federal work space. This goal also reflects the requirements of the Balanced Budget and Emergency Deficit Control Act of 1985; the requirements of Executive Order 12411, Government Work Space Management Reforms; *Real Property Asset Management*; and the overall need to reduce U.S. Government operating costs.
- e. *The location of space shall be determined by mission needs, provisions of the Rural Development Act of 1972, relevant Federal policies, and Department of State inventory or delineated area for new space acquisitions.*

6 FAM 1712 REQUESTING SPACE

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(State Only)

The Office of Real Property Management (A/OPR/RPM) is responsible for the assignment of *domestic* space in the Department of State. Requests for space must be submitted through *a bureau's* executive director *to the Director of the* Office of Real Property Management. The acquisition of new space can take up to 18 months. Office directors are advised to anticipate this time frame in planning and budgeting for future space needs. The initial request for space must contain the following:

- (1) *Location preference: Harry S Truman Building (HST) or annex area (Foggy Bottom, Rosslyn or other area). NOTE: If there is a requirement that the new space must be in HST, a complete justification must be provided;*
- (2) *Number of employees to be housed and approximate square feet requested;*
- (3) *List special requirements such as conference room, file room, special compartmentalized information facility (SCIF), with electrical and data requirements;*
- (4) *Provide justification for additional space: increased staff or overcrowding of current space, etc.;*
- (5) *Specify occupancy date;*
- (6) *Commitment of funds: Executive office and Bureau of Resource*

Management, Office of State Programs, Operations and Budget (RM/BP) certification required that funds are/will be available for construction, rent and other miscellaneous costs. Cost estimates will be developed by A/OPR/RPM once a Statement of Work is finalized; and

- (7) *Provide a point of contact (POC).*

6 FAM 1713 RESPONSIBILITIES OF REQUESTING OFFICE

*(CT:GS-139; 09-23-2004)
(State Only)*

The Office of Real Property Management (*A/OPR/RPM*) has space requirements *packages that requesting offices are required to complete*. This *data is required for A/OPR/RPM and the General Services Administration (GSA) to prepare the Solicitation for Offers, and for the preparation of design and construction documents*. Availability of funds must be *certified* prior to the acquisition of the requested space.

6 FAM 1713.1 Submission of Space Requirements Package

*(CT:GS-139; 09-23-2004)
(State Only)*

The requesting office is required to submit a space requirements package that contains the following:

- (1) Number of employees *to be housed, grades,* and position *titles*;
- (2) Number of *private offices and open office* work stations;
- (3) Number and type of telephones and computers;
- (4) Electrical *and data* requirements, *and specifications*;
- (5) List of *other office* equipment: printers, copiers (*and specifications, if applicable*), etc.;
- (6) Type of furniture: conventional, systems, etc.; and
- (7) Special purpose and support space *requirements*: computer rooms, storage rooms, conference rooms, reception area, etc.

6 FAM 1713.2 Costs and Funding

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(State Only)

- a. *Voluntary moves*: The requesting office is responsible for *all* costs associated with a voluntary move. *These responsibilities include, but are not limited to, the following*:
 - (1) Rent payments *if required for newly leased space for an indefinite period of time or until the Bureau of Administration's (A) rent budget has been adjusted by the Office of Management and Budget (OMB) and the Congress for the rent increase*;
 - (2) Telephone and computer installation;
 - (3) Standard space alterations unless covered under a new lease or *General Services Administration (GSA)* agreement to pay *for* initial space alterations;
 - (4) *All* special purpose and above-standard requirements;
 - (5) Security, including all locks, alarms, and guards;
 - (6) Acquisition of new furniture, carpeting, etc.;
 - (7) Special use air conditioning for computer rooms; and
 - (8) All costs associated with *relocating* another tenant, other than those standard alterations GSA may cover.
- b. *Forced moves*: In the event an office is required to *relocate because of actions taken* by GSA, *or at the direction of the Department, the Department or gaining bureau will be responsible* for all costs associated with the move on a like-for-like basis, except for the following:
 - (1) Above standard telephone and computer requirements not part of the existing systems;
 - (2) Additional requirements not in original space;
 - (3) Above standard requirements not in existing space; and
 - (4) *Any expansion* space.

NOTE: See 6 FAM 1719.1, Special Needs *and* Above-Standard Requirements.

6 FAM 1713.3 Telecommunications Costs

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(State Only)

- a. For new and expansion space, all expenses for telephone installation and computer cabling are the responsibility of the requesting office.
- b. For moves forced by *the General Services Administration (GSA) or the Department*, the office *relocating* will only *be responsible to* fund improvements (changes or additions to the telephone and computer installations as they exist in the current space). GSA, *the Department or the gaining bureau* will cover the cost of providing *like-for-like* service. In the event of a lease expiration, the relocating office will *be responsible to fund* the *installation of all security and* telecommunication systems.

6 FAM 1714 MOVING ARRANGEMENTS

6 FAM 1714.1 Arrangements for Minor Moves

(CT:GS-139; 09-23-2004)
(State Only)

Requests for *minor office moves* of furniture and equipment within an organizational unit are *to be made directly* to the Office of General Services Management (A/OPR/GSM).

6 FAM 1714.2 Costs for Moves

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(State Only)

The office relocating is responsible for arranging and funding all costs for voluntary moves. Involuntary moves *directed by the Department shall be funded by the Department or gaining bureau*.

6 FAM 1714.3 Arrangements for Major Moves

(CT:GS-139; 09-23-2004)
(State Only)

After space and equipment *designs* have been *finalized and* approved, the Office of Real Property Management (A/OPR/RPM), *if requested, will coordinate* all arrangements for major moves. **NOTE:** Approved space and equipment *designs* must be followed without deviation. Movers, telephone personnel, and electricians are not authorized to make any changes or

alterations *to* the plans.

6 FAM 1714.4 Packing of Supplies and *Labeling* of Equipment

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(State Only)

The following instructions must be carefully followed in order that moves may progress rapidly and without unnecessary interruptions and delays:

- (1) The Office of *General Services* Management, *Special* Services Division, *Operations Support Branch*, arranges for moving boxes to be delivered to the office in advance of the *move* date. Moving boxes must not be placed on furniture, and material packed in these boxes must not project above the top edges. *Boxes are to* be unpacked promptly at destination *and are not used as storage* since they will be collected *upon completion of* the move;
- (2) Each moving box, office machine, and item of furniture must be individually *labeled* to show the name of the *owner*, new room or bay numbers, and the building to which the items are to be *delivered*. Rugs, which *will* be moved, must *also* be *labeled appropriately* (see 6 FAM 1713.2);
- (3) File cabinets, *supply cabinets and* transfer cases *are to* be *space* numbered consecutively in the order they are to be placed *in the room or* as shown *in* the *design*. *All* sectional furniture *must* be *labeled* with a unit number, starting with the bottom section, to show the sequence in which the sections are to be assembled at destination;
- (4) The sliding backs in file, record, and transfer cases must be drawn up tightly. It is not necessary to secure drawers of file cases and desks by cord or wire;
- (5) Small articles shall be packed in boxes. All liquids and breakable articles *are to* be removed from desks, tables, or other *nonsecure* places and packed in boxes. *Inkwells shall be emptied, and all bottles containing liquids are to be closed tightly*;
- (6) Papers *and* books may be left in desk drawers if they will not be damaged when the desks are placed on end;
- (7) Supply cabinets, heavily loaded or poorly constructed file cabinets, bookcases without doors, and the top drawer of map and chart cases are to be emptied and the contents packed in boxes;
- (8) All *computer equipment and other easily moveable office equipment* typewriters, *computer* machines, and similar equipment are to be

labeled and placed on top of desks. Electric fans *and heaters will* not be moved;

- (9) *Art Bank artworks should not be removed from walls. Please contact Art Bank staff at 202-647-1452 or 202-647-4302 prior to packing for removal of artworks.* Mirrors, pictures, desk lamps, and glass desk tops are not to be packed. Mirrors and pictures suspended from picture moldings may be left in place; movers will take them down. All such items are *to be labeled appropriately*, if they are to be moved; and
- (10) Maps or charts with marker pins are either to be fitted with temporary covers or the pins removed. Bulletin boards *will* either be fitted with temporary covers or the posted material *will* be removed. Surplus items are to be *labeled* "Surplus—return to stock."

6 FAM 1715 REVIEW AND ANALYSIS OF SPACE REQUIREMENTS BY OFFICE OF REAL PROPERTY MANAGEMENT (A/OPR/RPM)

6 FAM 1715.1 General Requirements

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(State Only)

Upon receipt of a request for space and the requirements package, the Office of Real Property Management (*A/OPR/RPM*) will conduct a review and analysis to determine if all regulations regarding utilization and use are met. *A/OPR/RPM*, in coordination with the requesting office, will determine if *the requesting office's* needs can be met through a redesign of existing space, *movement to other space currently within the Department's inventory, or through the General Services Administration (GSA) acquisition process.*

6 FAM 1715.2 Above-Standard Requirements

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The Office of Real Property Management (*A/OPR/RPM*), under the direction of the Assistant Secretary for Administration (*A*), will review all requests for above-standard requirements. Examples of above-standard items are listed below:

- (1) Reinforced walls;

- (2) High-grade carpet;
- (3) Individual air conditioning;
- (4) Above-standard electrical requirements;
- (5) Raised flooring in computer rooms; or
- (6) Shielded enclosures.

6 FAM 1716 ACQUISITION AND ASSIGNMENT OF SPACE

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(State Only)

- a. With few exceptions, all domestic space for the Department of State is acquired through *the General Services Administration (GSA)* by the Office of Real Property Management (A/OPR/RPM). Upon receipt *and review* of the requirements package, *if it determined that appropriate space is not available within the Department's inventory*, A/OPR/RPM *will forward* the request for space to GSA. *A/OPR/RPM will coordinate* with GSA and the requesting office to prepare the Solicitation *for Offers for leased space and participate in the market survey and final selection process*. Once the space is accepted, A/OPR/RPM *staff will work* with GSA and the owner's architect to prepare a design of the space *and acquire the necessary approvals and cost estimates* for the *entire project such as design and construction costs, architecture and engineering (A&E) and GSA fees, and security, telecommunications, computers, furniture, and relocation costs prior to the start of demolition and construction*. *Once all costs have been estimated and funding has been received, A/OPR/RPM will coordinate with all parties to establish a schedule that incorporates all phases of activity from the beginning to the occupancy date. The final step in this entire process is reconciling financial documents, paying all invoices, and obtaining the final lease and Occupancy Agreement which will state all terms and conditions for the acquisition of this space. Copies of these documents are forwarded to the Bureau of Administration, the requesting office, and A/OPR/RPM office files.*
- b. The acquisition of space can take up to 18 months. This includes review and analysis of the request by the Office of Real Property Management, the *GSA* solicitation and review process, design of the space, cost estimates, construction, and occupancy.

6 FAM 1717 GENERAL PROVISIONS: DESIGN AND CONSTRUCTION

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(State Only)

- a. *Overall policy for* construction of Federal office space *is established by the General Services Administration (GSA)*. See Federal Management Regulations, 41 CFR Part 102. Special attention is *given to* handicapped accessibility standards, fire and safety regulations, local and national electrical codes, and Environmental Protection Agency guidelines relating to hazardous materials.
- b. The Office of Real Property Management (A/OPR/RPM), with technical services and guidance provided by GSA and approval from the Assistant Secretary for Administration (A), will formulate and develop the programs for construction and alteration of *all Department-owned or managed domestic space*. A/OPR/RPM and GSA will plan the new construction or alteration of *existing* facilities (leased or owned) when such action can be shown to be the most prudent and economic means of meeting the Department's space requirements.
- c. All public buildings construction and alteration projects involving an expenditure in excess of *the prospectus* shall require approval by the Committees on Public Works of the Senate and *the* House of Representatives. GSA, with program requirements provided by the Office of Real Property Management, will prepare and submit the prospectus for such projects to the Congress. In commercial buildings for public use, the *net* annual rent cannot exceed *the prospectus amount* without approval by the Public Works Committees of Congress.

6 FAM 1718 REQUESTING ALTERATIONS OR CONSTRUCTION

6 FAM 1718.1 Alterations or Construction Projects

(CT:GS-139; 09-23-2004)
(State Only)

The Office of Real Property Management (A/OPR/RPM) is responsible for all *large and complex domestic alterations and* construction projects *for* the Department of State. *Minor office alterations may be requested from the Office of Facilities Management Services (A/OPR/FMS); see 6 FAM 1752. Requests for alterations or renovations of existing space must be* submitted

to A/OPR/RPM *via memorandum from the requesting bureau executive director and be cleared by the Office of State Programs, Operations, and Budget (RM/BP)*. The design and construction time frame for renovations or new construction will vary depending on the size of the project. Office directors are advised to anticipate this when planning for office alterations, furniture acquisitions, and moving dates. A/OPR/RPM should be notified at the earliest date possible to assist in developing a project schedule and to design intent plans. The request for alterations and construction must contain the following:

- (1) *A preliminary Statement of Work describing in as much detail as possible the requested changes;*
- (2) *Requesting bureau executive office and RM/BP clearances and certification that funds are or will be available;*
- (3) A priority occupancy schedule by office and floor; and
- (4) *Point of contact (POC).*

6 FAM 1718.2 Contracting for Architectural, Engineering, and Construction Services

(CT:GS-139; 09-23-2004)
(State Only)

- a. *The Office of Real Property Management (A/OPR/RPM) has retained the services of several professional architect and engineer firms to prepare design and construction documents for Department customers on a reimbursable basis. Using these firms, as opposed to contracting through the General Services Administration (GSA) or other outside sources, provides quicker, less expensive, and more direct control of the design process.* Where practical and economical, alteration and construction work *will be* negotiated into the lease agreement for commercial *and Federal spaces*. Under this method, the building owner, with the *direction* and supervision of A/OPR/RPM and GSA, is authorized to prepare construction *documents* and *contract for* the engineering and construction work.
- b. For alterations and construction *within* the *Harry S Truman (HST)* Building, construction *documents will be* prepared by A/OPR/RPM in coordination with GSA *and other appropriate offices*. Engineering and construction work *will be* sub-contracted and supervised by either *the Office of Facilities Management Services (A/OPR/FMS)* or A/OPR/RPM, depending on the size, type, and location of work to be performed.

6 FAM 1719 STANDARD ALTERATIONS

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(State Only)

- a. Standard alterations are those alterations necessary to prepare a bureau's space to meet a particular classification (i.e., office, storage, or special space) and to permit occupancy of the space. Standard alterations include the following:
- (1) Floors, either resilient flooring or carpeting—standard commercial grade;
 - (2) Ceilings;
 - (3) Partitions;
 - (4) Wall treatment—paint or vinyl;
 - (5) Window treatment;
 - (6) HVAC (*heating, ventilation, and air conditioning*);
 - (7) Lighting;
 - (8) Electrical outlets;
 - (9) Telecommunications—conduits and ducts;
 - (10) Computer, conduit, and/or raceway to accommodate cable; and
 - (11) Fire and safety.
- b. Other *requirements will be* considered on a case-by-case basis.

6 FAM 1719.1 Special Needs/Above-Standard Requirements

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(State Only)

Bureaus are advised to budget for *new* construction of any above-standard requirements when requesting space. Examples of above-standard *construction* requirements *include*:

- (1) Classified computer rooms;
- (2) Vaults;
- (3) Heavy duty electrical needs; and
- (4) Shielded enclosures.

6 FAM 1719.2 Costs for Alterations and Construction

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(State Only)

- a. *Newly leased premises:* Costs for standard construction and alterations in *newly* leased space are *normally negotiated with* the owner *as part of the lease process, as long as the lease cost does not score; i.e., the total contract value does not exceed 90 percent of present net value of the building.*
- b. *Federally owned premises:* Costs *for standard construction and alterations of* existing space, unless *directed by the General Services Administration (GSA) or the Department,* will be the responsibility of the bureau assigned the space.