

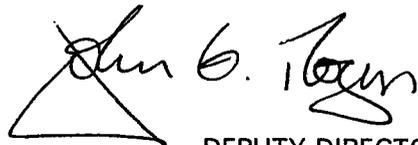


U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART 370 FW 1-2	SUBJECT Space Management Policies, Responsibilities & Definitions Space Acquisition & Relinquishments	RELEASE NUMBER 350
FOR FURTHER INFORMATION CONTACT Division of Finance		DATE March 31, 2000

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters revise and clarify the space management policy.



DEPUTY DIRECTOR

FILING INSTRUCTIONS:

Remove:

370 FW 1, 03/31/98, FWM 078 (1 sheet)
370 FW 2, 08/19/98, FWM 331 (1 sheet)

Insert:

370 FW 1, 03/31/00, FWM 350 (1 sheet)
370 FW 2, 03/31/00, FWM 350 (1 sheet)

Chapter 1 Policies, Responsibilities, and Definitions for Space Management

370 FW 1

1.1 What is the purpose of this chapter? This chapter establishes policies and procedures for acquiring, assigning, and using space leased from the General Services Administration (GSA), including management of the Federal Building Fund. Also included is Regional responsibility for the day-to-day administration of GSA's delegation of lease management authority at single tenant facilities.

1.2 Why do we have a Space Management Program? The Space Management Program will enhance Service operations by giving proper consideration to organizational space needs while also promoting economic and prudent utilization of GSA leased space. Space management provides a suitable work environment for Service employees based on organizational requirements.

1.3 What is the space management policy?

A. We will economically and efficiently utilize space leased from GSA. We will use leased space in compliance with applicable Departmental and Service policies pertaining to safety and energy conservation.

B. To the extent possible, we will provide Service employees with an aesthetically acceptable work environment with consideration given to individual needs when not in conflict with organizational or Service policies and accepted space management practices.

1.4 What are the authorities used in space management?

A. Federal Property Management Regulation, Subchapter D, Public Buildings and Space, Parts 101-17, 19, 20, and 21.

B. Departmental Manual 425 DM, Space Management.

1.5 Who is responsible for the space management program?

A. The Assistant Director - Administration approves all requests for space and is responsible for Servicewide day-to-day administration of the program, including:

(1) Developing and implementing policies and procedures for acquiring, assigning, altering, and using space leased from GSA.

(2) Ensuring compliance with GSA and Departmental space management regulations.

(3) Preparing the Service's Annual Work Space Plan and Budget Justification.

B. Regional Directors must approve all requests for space prior to submission to the Washington Office.

C. The Assistant Regional Directors - Budget and Administration will:

(1) Oversee the day-to-day administration of the Regional Space Management Program.

(2) Understand and ensure compliance with the policies and procedures contained in this chapter; the Code of Federal Regulations, 41 CFR 101-17; and the Federal Property Management Regulations, Temporary Regulation D-76, Assignment and Utilization of Space, August 26, 1991.

(3) Coordinate all transactions pertaining to the acquisition of space with the servicing GSA regional offices.

D. Service employees will:

(1) Support the Service's goal of acquiring, assigning, and using space safely, efficiently, and economically.

(2) Implement and support Government energy conservation measures as prescribed in Section 101-20.107 of the Federal Property Management Regulations.

(3) Adhere to prescribed safety standards and practices in the workplace.

(4) Ensure that Government property is properly used and that necessary security procedures are instituted in the workplace to reduce the risk of loss of Government property.

(5) Not enter into any agreements with the General Service Administration; other agencies (or components thereof); any commercial leasing firm; and divisions and offices of the Service that would result in the acquisition, exchange, or transfer of office space without the knowledge and concurrence of the servicing Division of Contracting and General Services.

1.6 What are the key terms used in the space management program?

A. Delineated area is the specific geographic boundaries within which space should be obtained to satisfy an agency's space requirements.

B. Primary office area is the personnel-occupied area in which an activity's normal operational functions are performed (the GSA prescribed utilization rate for such

FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT

Facility Management

Part 370 Space Management

Chapter 1 Policies, Responsibilities, and Definitions for Space Management

370 FW 1

space will normally not exceed 125 square feet per employee).

C. Office support area means all secondary/shared workstations, circulation space, and those areas constructed as office space, but used to meet mission needs; e.g., reception/waiting areas, central storage areas, processing areas, library and reference rooms, etc.

D. Office support area allowance is the percentage of office space, over and above the primary office area requirement, allocated for office support functions; e.g., reception areas, conference rooms, processing areas, libraries and file areas. Under normal circumstances, it will not exceed 22 percent of the prescribed utilization rate for primary office space.

E. Personnel means the peak number of persons to be housed during a single 8-hour shift and includes temporaries, part-time, seasonal, contractual employees, and budgeted vacancies.

F. Primary office area utilization rate is an indicator of the efficiency with which the primary office area is used. It is calculated by dividing the total occupied primary office area square footage by the total number of persons (workstations may no longer be used in calculating the utilization rate).

G. Workspace is Federally controlled space that provides an acceptable environment for the performance of agency mission requirements and is classified as follows:

(1) Office space means space that provides a physical environment suitable for office operations.

(2) Storage space means space generally consisting of concrete, wood block, or unfinished floors; bare block or brick interior walls; and unfinished ceilings.

(3) Special purpose space means space that has unique architectural features; requires the installation of special equipment; or requires varying sums to construct, maintain, and/or operate as compared to office and storage space.

H. Workstation means a location within an office space assignment that provides a working area for one or more persons during a single 8-hour shift. Workstations are a part of the office support area.

I. Unique agency space means any general purpose space that either consists of more than 50 percent special-type space not likely to be needed by another agency, or space of any type located in an area where it would be impractical to house another agency (e.g., geographically remote

locations). The GSA will advise agencies when the space requested has been determined to be unique agency space.

1.7 What forms are used in space management? The following forms are available from the servicing Division of Contracting and General Services.

A. Request for Space (SF-81)

B. Space Requirements Worksheet (SF 81-A)

C. Reimbursable Work Authorization (GSA Form 2957)

D. Agency Request for Adjustment to Standard Level Users Charge Billings (GSA Form 2972)