

**FISH AND WILDLIFE SERVICE  
FACILITY MANAGEMENT**

**Facility Management**

**Part 370 Space Management**

**Chapter 2 Planning, Requesting, and Approving Lease Space**

**370 FW 2**

**2.1 What is the purpose of this chapter?** This chapter describes our policy and procedures for planning, requesting, and getting approvals on lease space.

**2.2 What are the authorities for this chapter?** See [370 FW 1](#) for the authorities for all the chapters in Part 370.

**2.3 How is this chapter organized?** Table 2-1 shows how we have organized this chapter.

Table 2 1: Organization of 370 FW 2	
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**2.4 Who do programs or Regions contact to plan and acquire lease space?** Contact the Space Coordinator within the Regional or Headquarters (HQ) Division of Contracting and General Services (CGS).

**2.5 How long does it take to lease space?** For the majority of Service lease space needs, you should begin planning with CGS at least 24 months in advance.

**2.6 Who may contact potential lessors?** Only employees in CGS or the General Services Administration (GSA) may contact lessors about leasing space for the Service.

**2.7 Who funds lease space?** The requesting and occupying Service program funds lease space. The program is billed through the Department's Financial and Business Management System (FBMS).

**2.8 What utilization standards apply to lease space planning?** We must:

**A.** Meet the Department's established utilization rate of no more than 180 Useable Square Feet (USF) maximum per person – "all in" (includes all office, office support, and circulation space; conference rooms and team rooms; and special space), when acquiring office space. This applies to:

(1) All new or renewing GSA-provided (leased or GSA-owned) space requests,

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- (2) Service-direct leases,
- (3) Interagency or cooperative agreements, and
- (4) New office space requirements in Service-owned and Service-Managed but Not Service-Owned (SMNSO) buildings that provide office space for employees.

**B.** Limit private offices to supervisors and provide non-supervisory staff a workstation. A workstation may not have:

- (1) Panels that exceed 66" in overall height, or
- (2) Doors.

**C.** Meet an all-in utilization rate of 166 USF maximum per person for prospectus-level leases (check GSA's Web site for the current annual prospectus threshold).

**2.9 Are there instances where the utilization standard doesn't apply?** Yes, there are limited instances where achieving our utilization standards do not apply. These include:

**A.** When exercising pre-negotiated option year terms that were awarded prior to the approved date of this policy and that do not exceed 5 years;

**B.** When at least one of the following situations applies:

(1) It is the only competitively available space within our delineated area and the lease cannot be further reduced or modified to meet our utilization standard;

(2) Our mission requirements for the non-office portion of space, or special purpose space (e.g., laboratory, data center, or special storage, etc.) will cause us to exceed the USF of 180 per person, and reducing it would negatively impact our mission work; or

(3) A cost benefit analysis over the term of the lease demonstrates that it's financially not in the best interest of the Service to comply; and

**C.** When a waiver of the requirement in section 2.8B is necessary to reasonably accommodate the needs of an employee and is approved by the appropriate Directorate member.

**2.10 Who approves lease space requests?**

**A. Regions 1 - 8:** Regional Directors:

(1) Approve Regional lease space requests up to 50,000 Rentable Square Feet (RSF);

(2) May approve exceptions to the utilization standards consistent with section 2.9 for individual leases up to 50,000 RSF, considering:

(a) Regions must meet the utilization rate when measured on a Regionwide basis, and

(b) The Service will track Regional performance and report at least annually to the Department.

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**B. HQ:** The Assistant Director, Business Management and Operations (AD-BMO) approves:

(1) HQ lease space requests, and

(2) Regional lease space requests for 50,000 RSF or greater (including prospectus-level requests before getting Departmental approval). Space requests for 50,000 RSF or greater must be submitted to HQ, CGS. HQ CGS will:

(a) Conduct a compliance review and coordinate approval from the AD-BMO (prior to the Region submitting final space requirements to GSA), and

(b) Coordinate Departmental approval for prospectus-level space requests with the Department's Director, Office of Acquisitions and Property Management.

**2.11 How do you prepare a lease space request?** First, refer to Chapter 7 in the Service's *Space Management Handbook*, and then consult with the Space Coordinator in your servicing CGS office to discuss space policy and timelines.

**A. Regions 1 - 8:**

(1) Assistant Regional Directors for programs needing new or renewing lease space must prepare and send their space requests to the Assistant Regional Director – Budget and Administration (ARD-BA), attention to the CGS Chief. The request must include:

(a) A cover memorandum describing and justifying the space needs and asking for concurrence from the ARD-BA,

(b) An approved organizational chart, staffing roster, and other documentation to support the need for and the amount and type of space (Project Leaders and managers must provide similar documentation to the engineering office when they start planning for renovations or new construction of owned or SMNSO space),

(c) A completed *Space Calculator Tool* (see 370 FW 1, Exhibit 1) showing the amount and type of space needed and that the space utilization rate is met, and

(d) An acquisition request, signed by the approving official, certifying that funding is available and identifying the cost centers and work breakdown structure so that CGS can enter the "Settlement and Funding String" in FBMS.

(2) CGS will:

(a) Evaluate each lease space request for compliance with Service policy,

(b) Complete a [Standard Form 81](#), Request for Space, to specify space needs or a supporting narrative document outlining the same information to submit to GSA, and

(c) Coordinate approval through the ARD-BA, who will seek approval from the Regional Director. If the space is 50,000 RSF or greater, CGS will also coordinate with CGS in HQ and the AD-BMO. Once approved, CGS:

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- (i) Enters and manages the asset in FBMS, and
- (ii) Coordinates with the program and GSA to acquire the space.

**B. HQ:**

**(1)** The Directorate member for the program must send lease space requests, following the same procedures in [section 2.11A](#) above, to the AD-BMO, attention to the Chief, CGS.

**(2)** HQ CGS evaluates each space request for compliance with Service policy and coordinates approval through the AD-BMO. If approved, CGS coordinates with the program and GSA to acquire the space.

/sgd/ Geoffrey S. Haskett  
ACTING DIRECTOR

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