

Subject: MANAGEMENT OF REGIONAL OFFICE SPACE

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24-01-10 PURPOSE

The purpose of this chapter is to provide policy directives and procedures for the acquisition and management of regional office space.

24-01-20 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 direct the General Services Administration (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 Regional Director is responsible for the acquisition and management of all regional office space for all regional office components.
- D. It is the policy of the Department that provisions of GSA FPMR, Temporary Regulation D-73, be followed explicitly. All HHS Regional Offices 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 regional 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. All Regional Office renovations or moves will emphasize the provision of a quality office environment through the use of systems or modular furniture (as funding allows) particularly where space utilization rates will be at the 135 square foot level or less, including supplemental space. Furniture buys will 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).
- F. The Regional Director is fully responsible for all space utilized by all departmental elements in the regional office. The Regional Director has the authority to allocate blocks of space to Staff Divisions and Operating Divisions sized in accordance with this policy and applicable GSA FPMRs. Each Staff Division and each Operating Division component must meet the required utilization rate within the imposed time frame independent of each other. Averaging of rates for regional components in order to meet the office-wide goal is not authorized.
- G. The Regional Director will manage the regional office space so as to insure maximum cooperative use of space and equipment by all components in the regional office. The Regional Director will insure that all conference rooms in the regional office are managed in such a way as to provide practical availability for any meeting or conference requirement for any regional office component. No conference room will be allocated for the exclusive use of any regional office component.

24-01-30 APPLICABILITY

The provisions of this directive apply to all regional office components of the Office of the Secretary, all regional office components of the Operating Divisions and any "field offices" of OS components. This policy does not apply to any OPDIV field offices unless said field office is located in an HHS Regional Office Building.

24-01-40 RESPONSIBILITIES

- A. It shall be the responsibility of the Regional Director to acquire and manage all space in the regional office. It is the Regional Director's 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.
- B. Heads of all Regional Staff Divisions and Regional Operating Divisions have the responsibility to support the provisions of this directive and to provide assistance, as requested, to the Regional Director for the implementation of regional space management plans.

24-01-50 PROCEDURES

- A. Work Space Management Plans
 - o Each Regional Director will update the Regional Office Work Space Management Plan in preparation for the annual budget cycle each fiscal year and at other such times as specified by headquarters instructions. Formats will be in accordance with applicable GSA FPMRs supplemented by specific instructions from OS Headquarters. The regional office plan will include each regional Staff Division and each regional Operating Division. This plan will show specific progress toward the goal of reducing and maintaining space to the then current acceptable utilization rate for each Staff Division and Operating Division.
 - o Regional Office Work Space Management and Quality Workplace implementation and budget plans requiring multi-OPDIV and STAFFDIV funding and action coordination shall be submitted to the ASMB for necessary headquarters funding commitments and coordination. Any conflicts or indecision will be resolved by the ASMB.
- B. Space Allocation for Regional Office Components
 - o Upon the request of the Regional Director or his staff representative, the heads of regional Staff Divisions and Operating Divisions are required to certify the accuracy of the number and type of all personnel who work in regional office "office" space.

- o Additionally, upon request of the Regional Director, the headquarters offices of each STAFFDIV and OPDIV are required to certify (in writing) anticipated regional office personnel counts.
- o Allocation of Office Type Space.

The Regional Director will allocate office space to components 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 regional office component. (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 including physicians under contract to SSA: 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.

The above information is only for determining overall space allocations to regional office 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 Regional Director may allocate special space for the purposes listed below with GSA approval and with the recognition that most types of special space cost more per square foot than office space.

- . Special conference room space (meeting FPMR definitions) can be allocated to not exceed one conference room per floor or one conference room per 150 employees - whichever is less. Regional office components may establish additional meeting areas (without any unique architectural treatment), as necessary, within their office space allocation.
 - . Special training room (meeting FPMR definitions) space can be allocated where a component has a regular training function for the training of personnel who do not work in the regional office. Utilization of these training rooms must be sufficient to be shown cost-effective over the renting or use of other available training facilities outside the regional office.
 - . Special storage space can be utilized where feasible for large dedicated filing areas or similar purposes.
 - . Special "library" space can be utilized where feasible for the OGC library requirement (only).
 - . Other special type space can be allocated, if required, in accordance with FPMRs.
- o Any unresolved conflict regarding personnel counts or space allocation will be referred to the ASMB for resolution.

24-01-60 DEFINITIONS

The meaning of words and phrases as used in this chapter pertaining to the space management program can be found in 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.

24-01-70 REPORTING REQUIREMENTS

Regional Directors will submit the annual Work Space Management Plans in the approved format in accordance with OS Headquarters directives. Normally, OPDIV portions of the plan go to OPDIV headquarters elements and OS portions go to OS Headquarters. Interim reports regarding specific space management activities will also be submitted, as requested. Plans and reports directed to OS Headquarters will be submitted to the Deputy Assistant Secretary, Administrative and Management Services/ASMB unless otherwise directed. Plans and reports directed to OPDIV and STAFFDIV headquarters elements will first be coordinated with regional OPDIV and STAFFDIV heads.