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	U·S·DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: ADS-13 Transmittal Number: 801 Date: 12/2/93

Subject: Office Space Management

Approval: Anne H. Shields **Title:** Acting Director

1. PURPOSE. This directive establishes policy and procedures for the acquisition of office and related supplemental space by Headquarters and Field Unit Managers. This directive supplements 425 DM 1-6, Real Property, Space Management, and supersedes Directive ADS-13, dated March 6, 1989.

2. SUMMARY. This directive reflects the following changes to the Office of Surface Mining Reclamation and Enforcement's Directive ADS-13 dated March 6, 1989.

a. Field Offices are now required to submit to the Headquarters Space Manager, the original and one copy of the SF-81, Request for Space, SF-81A, Space Requirements Worksheet, and the Space Requirements Development Guidelines and Questionnaire.

b. The Space Manager is responsible for reviewing quarterly Standard Level User Charge (SLUC) bills based on certification of their accuracy by Field Office Directors (FOD) and the Chiefs, Administrative Services Divisions, Eastern Support Center (ESC) and Western Support Center (WSC), as well as resolving SLUC bill discrepancies and communicating the resolution in writing to the appropriate manager.

c. If repairs or alterations are required for General Services Administration (GSA) leased space, the Headquarters Space Manager is notified and a completed original GSA form 2957 Reimbursable Work Authorization (RWA) is submitted to him/her to obtain the appropriate approvals/signatures, when the estimated cost of the work exceeds ten thousand dollars, which is the maximum dollar amount the FOD is authorized to approve (OPM-5, section 3.c.(2)(p)). If the estimated cost of the work is within the FOD's approval authority, a copy of the completed RWA signed by the FOD should be submitted to the Headquarters Space Manager.

d. In addition to providing general instructions for the SF-81, Appendix A illustrates a completed generic SF-81/SF-81A for a typical office with 20 employees. Appendix B provides instructions for completing an SF-81. Appendix C provides instructions for completing an

SF-81A. Appendix D provides space allowances extracted from the GSA Space Requirements Development Guidelines and Questionnaire.

e. Relinquishment of office space requires a 120 calendar day written notification to GSA. Effective 120 days from the date written notice is received by GSA, the space will be released from the respective assignment. If GSA is able to backfill the space or terminate that particular portion of the lease prior to the effective date, the space assignment will be adjusted to reflect the change.

3. DEFINITIONS.

a. Federal Property Management Regulations (FPMR). Pertain to the management of defense material, public building and space, supply and procurement, public utilities, transportation, utilization and disposal of property, and other programs and activities of the GSA which relate to Federal agencies and the public. FPMR are issued by the GSA Administrator pursuant to the provisions of the Federal Property and Administrative Services Act of 1949, 63 STAT. 377, as amended, or other applicable law.

b. Primary office Area. Refers to the personnel occupied area in which an activity's normal operational functions are performed.

c. Office Support Area. Refers to secondary/shared workstations, extraordinary circulation space, and those specific and discrete areas constructed as office space and used to meet mission needs outside the agency's requirements for housing personnel. This includes space for mission needs such as reception/waiting areas; hearing, meeting, and interview areas; file areas; central storage areas; processing areas; and library and reference areas. Such space is most cost-effectively collocated with normal office space. Illustrations are contained in 41 CFR section 101-17.6.

d. Occupiable Area. Refers to that portion of the gross area which is available for use by an occupant's personnel or furnishings, as well as space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area includes that space available for an occupant's personnel and furnishings which is used to provide circulation, whether or not defined by ceiling high partitions. Occupiable area does not include that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms.

e. GSA-controlled Space. Refers to space assigned to an agency by GSA by authority of the Federal Property and Administrative Services Act of 1949, as amended, or by authority of any other statute. It includes any space for which an agency pays GSA directly.

f. Agency-controlled Space. Refers to Federally owned, leased, or controlled space acquired or used by Federal agencies under any authority other than the Federal Property and Administrative Services Act of 1949, as amended. It also includes space for which authorities for acquisition, use, or disposal have been delegated to an agency by GSA.

g. Standard Level User Charges (SLUC). Refers to the rate charged for assigned space in Government owned or leased property for which GSA has assignment responsibility. The user charge approximates commercial charges for comparable space and services.

h. Space for Short-Term Use. Refers to an agency need for facilities for short-term use, such as conferences and meetings, judicial proceedings or emergency situations.

4. POLICY/PROCEDURES.

a. Concept. The goals of the Office Space Management Program are to provide adequate quality office space for all OSM employees; and provide for a professional workplace environment, while achieving cost effective space reductions where appropriate to comply with the current FPMR.

b. Policy. The OSM space management policy is derived from the following authorities and sources:

(1) 41 CFR 101-17.101
(2) Executive Orders;
(3) FPMR Temporary Regulation D-76;
(4) 425 DM 1-6, Real Property, Space Management; and
(5) Administrative memoranda, directives, and documents of a permanent or temporary nature pursuant to the above authorities.

c. Scope. The OSM Space Management Program applies to all permanent and temporary office space and associated real property acquired for official purposes by GSA, the Department of the Interior (DOI) or OSM through interagency agreements.

d. Organization. The OSM Space Management Program is established in the office of the Assistant Director, Administrative Services under the Chief, Division of Management Services. The purpose of the Space Management Program is to

ensure adherence with the guidelines set forth by GSA and any other policy direction provided for by DOI.

e. Responsibilities.

(1) The Space Manager, Division of Management Services, is responsible for the following:

-- Reviews and coordinates all requests for space with GSA;

-- Provides advice regarding the preparation of requests for space and/or alterations to space;

-- Achieves agency-wide space management goals and objectives, and represents the interests of OSM at the Department;

-- Reviews quarterly SLUC bills following certification of their accuracy by the FOD's; and Chiefs, Administrative Services Divisions in ESC and WSC;

-- Resolves SLUC bill discrepancies with GSA and communicates the resolution in writing to the appropriate manager;

-- Negotiates with GSA or the Department for the acquisition of office space. The Chief, Division of Management Services, may make exceptions, on a case-by-case basis, where direct negotiations between a Field Office and/or Administrative Support Center and, the GSA may be advantageous to the agency; e.g., if an office's lease is expiring and it is certain that a new lease will be negotiated at the present location, the FOD might better determine and express his space needs to GSA. Unless specifically authorized by the Chief, Division of Management Services, Field Offices are not to coordinate space requirements with GSA directly;

-- Receives completed RWA's for repairs or alterations to occupied space or for above standard alterations to new space acquisitions if the estimated cost of the work exceeds the dollar amount the FOD is authorized to approve;

-- Forwards RWA's for Field or Area Offices, to the Chief of Staff, Field Operations for appropriate approvals/signatures; e.g. by Budget Office, Assistant Director or Deputy Director;

-- Receives signed RWA from the Chief of Staff, Field Operations, and forwards it to GSA;

-- Receives a copy of the completed and signed RWA's

if the estimated cost of the work to be performed does not exceed ten thousand dollars and, is therefore within the FOD's approval authority.

-- Receives completed original RWA's for ESC or WSC, signed by the Assistant Director (ESC or WSC) and submits to GSA for execution.

(2) The Assistant Directors and Field Office Directors are responsible for the following:

-- Completes the Request for Space, SF-81, and the Space Requirements Worksheet, SF-81A, in accordance with the instructions provided in this directive (Appendices B & C); and completes the Space Requirements Questionnaire;

-- Prepares and forwards unsigned RWA's to the Headquarters Space Manager when the estimated cost of the work exceeds the dollar amount of their approval authority;

-- Prepares and forwards a copy of signed RWA's to the Headquarters Space Manager when the estimated cost of the work is within their approval authority; and

-- Reviews each quarterly SLUC bill and either certifies in writing to the Headquarters Space Manager that the SLUC bill accurately reflects the amount of space in each classification category; or reports to the Headquarters Space Manager, in writing, for resolution, any discrepancies between the amount of space shown in the SLUC bill for each space category and the actual space occupied.

(3) The Deputy Director may upon request, delegate specific space procurement authority to other OSM staff on a location-by-location basis.

(4) The Chief, Division of Management Services, is responsible for the following:

-- Approves and signs SF-81, Request for Space; and

-- Delegates authority to a Field Office or Administrative Service Center to enter into direct negotiations with GSA.

(5) The Chief of Staff, Field Operations, is responsible for the following:

--Receives RWA's from Headquarters Space Manager for appropriate approvals/signatures, when the estimated cost exceeds the FOD's approval authority of ten thousand dollars; and

-- Obtains approvals/signatures from the Budget Office, Assistant Director, or Deputy Director and returns signed RWA to the Headquarters Space Manager.

f. Procedures. Requests for space originate at the FOD or Division Chief level and are approved by the appropriate Assistant Director. The original and one copy of the Standard Form 81, Request for Space; the Standard Form 81A, Space Requirements Worksheet; Space Requirements Development Guidelines and Questionnaire and any additional documentation to fully support the space request are submitted to the Headquarters Space Manager, Division of Management Services. In addition to providing general instructions for completing an SF-81, Appendix A illustrates a completed generic SF-81 and SF-81A for a typical office with 20 employees. Appendix B provides instructions for completing an SF-81. Appendix C provides instructions for completing an SF-81A. Appendix D provides space allowances extracted from the GSA Space Requirements Development Guidelines and Questionnaire.

If repairs or alterations to occupied space and/or above standard alterations for a new space acquisition are required in ESC or WSC, the Assistant Director (ESC or WSC) should submit a completed original signed RWA to the Headquarters Space Manager. The RWA is forwarded to GSA by the Headquarters Space Manager for execution.

If repairs or alterations to occupied space and/or above standard alterations for new space are required in a Field or Area office, the cognizant FOD should submit a completed original unsigned RWA to the Headquarters Space Manager when the estimated cost of the work exceeds the dollar amount the FOD is authorized to approve. The Headquarters Space Manager immediately forwards the RWA to the Chief of Staff, Field Operations, for appropriate approvals/signatures; e.g. by Budget office, Assistant Director, or Deputy Director. The FOD should inform the Chief of Staff, Field Operations, that an RWA is being forwarded to the Headquarters Space Manager and will soon be coming to the Chief of Staff for approval. If the estimated cost of the work is within the FOD's approval authority, a copy of the completed RWA signed by the FOD should be submitted to the Headquarters Space Manager. The amount obligated will be the amount shown in Section II, Block 15. Additionally, ensure the following lines are completed:

(1) Section I, Block 4, Agency Identification Number. Record a 5 digit number from your assigned procurement numbers.

(2) Section I, Block 5, Agency Accounting Data. Enter the 10 digit ABACIS account number followed by the 4 digit object class code.

When the invoice is received, the Division of Financial Management (DFM) will charge the account listed on the RWA. DFM will then forward a copy of the invoice to the ordering office requesting verification that the work was performed. This form must be signed and returned to DFM as soon as possible. The Headquarters Space Manager will communicate all permanent changes to leased space to GSA so modifications to the existing lease can be made.

The Headquarters Space Manager should be notified in writing 10 calendar days prior to the 120 calendar days notice required by GSA for relinquished space. The Headquarters Space Manager will notify GSA in writing and monitor the SLUC bill until the relinquished space assignment is terminated. The appropriate manager will be notified in writing when the space assignment is deleted from the SLUC bill.

Space for short-term use, such as conferences and meetings, judicial proceedings, or emergency situations is obtained by submitting to the Headquarters Space Manager a completed original unsigned SF-81 and a written justification detailing the necessity and period of time the requested space will be occupied. The Headquarters Space Manager obtains the approval and signature from the Chief, Division of Management Services, and forwards the SF-81 to GSA for action. If GSA is unable to locate Government-controlled facilities, the Headquarters Space Manager is notified and informed that OSM may arrange for the use of privately owned facilities for a period not to exceed 180 days. The Headquarters Space Manager will assist the requesting office in locating and acquiring privately owned space. Extensions beyond 180 days must be approved by GSA.

5. REPORTING REQUIREMENTS. As required.

6. EFFECT ON OTHER DOCUMENTS. Supersedes OSM Directive ADS-13, March 6, 1989.

7. REFERENCES.

   41 CFR 101-17.101
   425 DM 1-6 Real Property, Space Management
   (FPMR Temporary Regulations D-76)

8. EFFECTIVE DATE. Upon Issuance.

9. CONTACT. Division of Management Services, Branch of Policy and Evaluation, 202-343-5447.

10. KEYWORDS. Office Space, Support Space, Special Space, and Space Requirements.

11. LIST OF APPENDICES.

Appendix A - Standard Form 81 and Standard Form 81A
Appendix B - Instructions for completing a Standard Form 81
Appendix C - Instructions for completing a Standard Form 81A
Appendix D - Space Allowance Guidelines

REQUEST FOR SPACE
(See instructions on reverse)

1. DATE: 12/1/92	2. AGENCY REQUEST NUMBER:	3. LOCAL AGENCY CONTACT (Name): Sylvia Pinkney	PHONE NO.: FTS 202 343-5007	4. AGENCY MARKET SURVEY-REPRESENTATIVE (Name): Donald L. Hinderliter	PHONE NO.: FTS 202 343-7826

5. TO: GENERAL SERVICES ADMINISTRATION, PUBLIC BUILDINGS SERVICE
NO., STREET ▶ 7th and D Streets, S.W.
CITY & STATE ▶ Washington, D.C.
ZIP CODE 20407

6. FROM: Department of the Interior
AGENCY ▶ OSM/DFC
NO., STREET ▶ P.O. Box 25065
CITY & STATE ▶ Bldg. 20 - Room B2015
ZIP CODE Denver, CO 80225

7. FOR: Department of the Interior
AGENCY Office of Surface Mining
ADDRESS 1951 Constitution Ave., N.W.
ZIP CODE 20240
BUREAU CODE

8. TYPE OF REQUEST
☐ INITIAL ☒ CONTINUING REQUIREMENTS
☐ EXPANSION ☐ REDUCTION

9a. GEOGRAPHIC SERVICE AREA: Washington, D.C.

9b. DELINEATED AREA: Bound by K Street, N.W. on the Nort New York Avenue, N.W. on the South; M Street, N.W East; and Massachusetts Ave., N.W. on the West.

10. TERM OF OCCUPANCY
FROM (mo. & yr.): 1/1/93
TO (mo. & yr.): 12/31/98

NO. OF YEARS FIRM TERM: Five

11. TOTAL NO. OF PERSONNEL TO BE HOUSED: 20

12. SPACE REQUIREMENTS

		TYPE OF SPACE	NO. OF PERSONNEL	SQ. FT. PER PERSON	SQ. FT.	TOTALS
OFFICE	a.	PRIMARY OFFICE AREA	20	125	2,500	
		OFFICE SUPPORT AREA			550	
		OFFICE SPACE SUBTOTAL				3,050
STORAGE	b.	ST 1 GENERAL STORAGE			200	
	c.	ST 3 WAREHOUSE STORAGE				
	d.	STORAGE SUBTOTAL (Lines b, c)				200
SPECIAL	e.	SP 1 LABORATORY & CLINIC				
	f.	SP 2 FOOD SERVICE AREA				
	g.	SP 3 STRUCTURALLY CHANGED				
	h.	SP 4 AUTOMATED DATA PROCESSING			200	
	i.	SP 5 CONFERENCE & TRAINING			240	
	j.	SP 6 LIGHT INDUSTRIAL				
	k.	SP 7 QUARTERS/RESIDENTIAL HOUSING				
	l.	SPECIAL SUBTOTAL (Lines e-k)				440
	m.	TOTAL SPACE REQUIRED (Lines a, d, & l)				3,690
	n.	OPEN LAND (Total acres)				
	o.	ST 2 INSIDE PARKING (No. of spaces)				
	p.	OUTSIDE PARKING (No. of spaces)			4	
	q.	TOTAL PARKING SPACES (Lines o, p)				4

13. SPECIAL REQUIREMENTS AND SERVICES (see attached)
☒ ATTACHMENT(S)

14. AGENCY CERTIFICATION
I certify that this request is accurate and complete; is for the minimum amount of space required; is in compliance with FPMR 101-17, including all laws and executive orders governing the location of space; and that funds are available for payment of rent, moving expenses, telecommunication expenses, and any related reimbursable costs.

SIGNATURE | PHONE NO. | DATE

PRINT NAME AND TITLE: Donald L. Hinderliter, Chief, Division of Management Services

15. FOR GSA USE ONLY
(Action by Authorized GSA Official)

☐ GOV'T CONTROLLED SPACE TO BE ASSIGNED
☐ NO GOV'T SPACE AVAILABLE LEASING ACTION PLANNED
☐ UNIQUE AGENCY SPACE DETERMINED - SEE ATTACHED
☐ AGENCY AUTHORIZED TO ACQUIRE SPACE UNDER ITS OWN AUTHORITY
☐ COMMENTS ATTACHED

SIGNATURE OF AUTHORIZED GSA OFFICIAL | PRINT NAME AND TITLE

SPACE REQUEST NO. | DATE RECEIVED

NAME OF GSA REGIONAL CONTACT | PHONE NO.

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

PAGE 1 OF 4

DEPT./BUREAU: Department of the Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Abandoned Mine Lands Division

PREPARED BY: Karen Hopkins
TITLE: Administrative Officer
DATE: December 1, 1992

CITY AND STATE: Washington, D.C.
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Assistant Director, Reclamation and Regulatory Policy

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D, CD, TDL, UDL, TOR, UDR)	CR or MTU	C / LC	TABLES: TCont, T, TS, TM	TABLES: TR-36, TR-42, TR-54	STORAGE UNITS: F	LF	LAT.	ST	BC	LS / SS	COS-TUMER: CM-6, CM-12	MISC. EQUIPMENT: DI, SF, TH, TE, DB-5, DB-6, MC	FOOTNOTE FOR REMARKS
	Donna Wright Division Chief	GM 15	P	CH	300	CD-1	CR2	C-5	T		1				1				*
	Julia Prince Deputy Chief	GM 15	P	CH	230	CD-1	CR2	C-4	TS-2 T-1		1				1				**
	Jim Williams Secretary	GS 07	P	CH	80	TDL-2		C-1			1	4			3				*
	File Room		P		250														
	Reception Area		O		100														
	Supply Room		P		100														
	Shared Workstations		O		100														
	General Storage		P		200														
	ADP		P		200														
	Conference/Tng.		P		240														
3	PERSONS – TOTALS – SPACE				1800														

GSA USE ONLY

REMARKS:

* Computer/Printer Stand 24x24
** Air Cleaner

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.101

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

PAGE 2 OF 4

DEPT./BUREAU: Department of the Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Abandoned Mine Lands Division

PREPARED BY: Karen Hopkins
TITLE: Administrative Officer
DATE: December 1, 1992

CITY AND STATE: Washington, D.C.
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Assistant Director, Reclamation and Regulatory Policy

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D, TDL, TDR, CD, UDL, UDR)	CR or MTU	C / LC	TABLES: TConf (T, TS, TM)	TABLES: TR-36 (TR-42, TR-54)	STORAGE UNITS: F	STORAGE UNITS: LF	STORAGE UNITS: LAT.	STORAGE UNITS: ST	STORAGE UNITS: BC	STORAGE UNITS: LS, SS	COS-TUMER (CM-6, CM-12)	MISC. EQUIPMENT (DI, SF, TH, TE, DB-5, DB-6, MC)	FOOTNOTE FOR REMARKS
	Gina Bell	GM																	
	Chief, Oper. Br.	14	P	CH	200	CD	CR1	C-5	T-1 TS-1		1				2			DI	1
	George Jeffries	GM																	
	Chief, Proj. Sec.	13	P	CH	125	CD		3			1	2			2-				1
	Debbie Hill	GS																	1(2)
	Secretary	05	O	O	80	TDL		C-2											2(2)
	Jeff Green	GS																	
	Civil Engineer	13	SP	CH	125	D-1			T-1			1			1				5
	Annette Phillips	GS																	1
	Physical Scientist	12	SP	CH	100	D-1						1							5
	Rick Meyers	GS																	
	Civil Engineer	12	SP	CH	100	D-1					1				2				
	Angela McNeill	GS																	
	Nat. Resource Spec.	12	SP	CH	100	D-1		C-1			1				2				5
	Monica Stern	GS																	1
	Mining Engineer	12	SP	CH	100	D-1		C-1			2				2			DB-5	1
	Morgan Rivers	GS																	
	Civil Engineer	12	SP	CH	100	D-1		C-1			1				3			DB-6	4
9	PERSONS – TOTALS – SPACE				1,030														

GSA USE ONLY

REMARKS:
1. Computer Stand - 24x 24 or land printer stand
2. Computer Work Station
4. Air Cleaner
5. High Book Case 40 x 26

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.101

SPACE REQUIREMENTS WORKSHEET

This form must accompany SF-81, Request for Space.

PAGE 3 OF 4

DEPT./BUREAU: Department of the Interior
AGENCY/OFFICE: Office of Surface Mining
DIVISION: Abandoned Mine Lands Division

PREPARED BY: Karen Hopkins
TITLE: Administrative Officer
DATE: December 1, 1992

CITY AND STATE: Washington, D.C.
ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE: Assistant Director, Reclamation and Regulatory Policy

(SEE INSTRUCTIONS, STANDARDS, AND SYMBOLS ON REVERSE.)

STANDARD WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE / FUNCTIONAL TITLE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS (D, CD, TDL, UDL, TDR, UDR)	CR or MTU	C	LC	TABLES: TConf, T, TS, TM	TABLES: TR-36, TR-42, TR-54	STORAGE UNITS: F	LF	LAT.	ST	BC	LS, SS	COS-TUMER: CM-6, CM-12	MISC. EQUIPMENT: DI, SF, TH, TE, DB-5, DB-6, MC	FOOTNOTE FOR REMARKS
	Roberta Black Branch Chief	GM 14	P	CH	200	CD-1	1	C-6		TConf 1		1	2			5				1
	Daryl Whitman Program Assistant	GS 06	SP	CH	80	TDL-1	1	1					1							
	Jack Henry Program Specialist	GS 11	SP	CH	100	D-1		C-1		T-1		1				1				2 1(2)
	Sadie Carter Secretary	GS 05	SP	CH	80	UDL-1	1	C-2		T-1				2						3
	Johnathan Bush Geologist	GS 12	SP	CH	100	D-1		C-2		T-1		1			1	6			DB-5	2 1
	Ronald Flint Program Specialist	GS 12	SP	CH	100	D-1		C-1				1				6				1
	Bill Lightman General Engineer	GS 09	SP	CH	100	D-1		C-1				1				1	1-SS			1
	Arnold White General Engineer	GS 09	SP	CH	100	D-1		C-1				1				1	1-SS			
8	PERSONS – TOTALS – SPACE				860															

REMARKS:

1. Computer Stand (printer)
2. Computer Work Station 48 x 30
3. Modular Systems Furniture

GSA USE ONLY

STANDARD FORM 81-A (10-83)
Prescribed by GSA
FPMR (41 CFR) 101-17.10

Office Support Area

File Room	250
Reception	100
Supply Room	100
Shared Workstations	100
	550

SF-81 Instructions

Approximately 18 months prior to the termination date of a Field/Area Office lease the GSA will forward blanks of the SF-81 (Request for Space), SF-81A (Space Requirements Worksheet), and Space Requirements Questionnaire to the Headquarters Space Manager for completion by the appropriate office within 30 days after receipt. The Space Manager forwards the entire package to the affected office for completion and return to the Space Manager. Each office should adhere to the following instructions:

INSTRUCTIONS

Submitting the SF-81

Submit the SF-81 (Request for Space), accompanied by a completed SF-81A (Space Requirements Worksheet), Space Requirements Development Guidelines and Questionnaire, and any additional documentation to fully support the space requirement. Failure to provide complete and accurate information will delay processing and may result in return of the SF-81 for correction, update, and resubmission.

In accordance with FPMR Section 101-17.208 (b), a GSA form 2957 RWA should be submitted when above-standard alterations are required. Above-standard alterations are alterations beyond what is necessary to prepare an agency's space to meet a particular classification (e.g., office, storage, or special) and permit occupancy. Standard alterations are described in Appendix A of 41 CFR Part 101-17.101 (FPMR Temporary Regulation D-76).

Line 1. Date form is prepared.

Line 2. Agency established request number.

Line 3. Name and phone number of the local agency official who is knowledgeable of the request and will serve as the agency's point of contact for this project.

Line 4. Name and phone number of the agency representative who will work with GSA if a market survey is conducted. This individual must have the authority to determine acceptability of the building and/or sites and their location.

Line 5. GSA regional office which has jurisdiction for geographical area where space is required.

Line 6. Name and address of the organization making the request.

Line 7. Name of agency, and bureau code (available from your servicing personnel office) of the organization which will occupy the space (e.g., regional office, district office, field office) if different than information provided in line 6. City and State where the space is requested.

Line 8. Type of request. Initial: A request for new space that is not associated with an existing assignment. Expansion: A request for additional space associated with an existing assignment. Continuing requirements: A space action required for a lease renewal, succeeding lease, lease extension or move. Reduction: A space action that requires regional Real Estate Division effort to effect the partial or total termination of an assignment.

Line 9a. Geographic Service Center is the geographic area the agency will service from the requested space or for which the agency/bureau has operational responsibility (give State, City, County, Zip Code).

Line 9b. Delineated Area: Specify the borders within which the requested space must be located. GSA review of the delineated area shall be limited to ensuring that the delineated area will permit adequate competition and to ensuring the maximum use of existing Government controlled space (see Line 14, Agency Certification).

Line 10. Period of time the organization will use the space and the suggested number of years for a firm term period. This time period must be representative of the longest period for which the agency can commit. "Indefinite" and "ASAP" are not acceptable responses.

Line 11. Total number of personnel to occupy the requested space. ("Personnel" means the peak number of persons to be housed, regardless of how many workstations are provided for them. In addition to permanent employees of the agency, personnel includes temporaries, part-time, seasonal, contractual employees, and budgeted vacancies.)

Line 12. This portion of the SF-81 is used to identify the agency's square footage requirements by type of space. All information should be supported by a detailed explanation on the Space Requirements Questionnaire and SF-81A.

Line 12, line a. This line identifies the Office Space Subtotal. The Office Space Subtotal is determined by entering the amount of space required for the primary office area and adding this to the amount required for the office support area. The primary office is determined by multiplying the total number of employees by 125. The office support area is calculated by taking 225 of the primary office area. "Primary Office Area" is the primary, people occupied area in which an activity's normal operational functions are performed.

"Office Support Area" refers to the areas constructed as office space and used to meet needs outside the agency's primary work area requirements (e.g., reception, meeting, file, libraries, hearing, interview, and secondary work areas). Office support areas should be clearly identified on the attached SF-81A and Space Requirements Questionnaire.

Line 12, lines b, c. Amount of general and warehouse storage space required. (See Item 12, line o for ST 2 inside parking).

Line 12, line d. Total amount of storage space required (add lines b and c).

Line 12, lines e-k. Amount of special space required.

Line 12, line l. Total amount of special space required (add lines e through k).

Line 12, line m. Total amount of Office, Storage and Special space required (add lines a, d, and l).

Line 12, line n. Total acres needed. For amounts less than 1 acre, 1 acre equals 43,560 square feet.

Line 12, lines o, p. Agency's inside and outside parking requirement. Certification that the parking is necessary for the efficient operation of the agency mission is required. One parking space equals 300 square feet. Please indicate the number of spaces.

Line 12, line q. Total parking spaces required (add lines o and p).

Line 13. This item refers to the specific architectural, mechanical, electrical, structural, and other special requirements related to each of the types of space requested in Line 12. These include security; electrical; HVAC; floor loading; sound conditioning; fire and safety; and the need for after hours building access, utilities, and cleaning services. Such requirements must be fully defined by area, including computer rooms, laboratories, conference rooms, etc. These requirements must be specified in detail on the Space Requirements Questionnaire and SF-81A. Check box in Line 13 to indicate if this information is attached.

Agency Certification

Line 14. The certification must be signed by an authorized agency official.

Line 15. GSA will evaluate the request in terms of the space available in its inventory and determine the appropriate action. If GSA determines that space requested is unique agency space, GSA will take no action until the agency has concurred with that designation. GSA will assign a space request number which will be used to track the request until it is satisfied.

Name and phone number of the GSA regional official who is knowledgeable of the request will serve as GSA's point of contact.

SECTION 1 INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS

Symbol	Description
D	Standard Desk 60x30
TDL or TDR	Typist Desk 60x34 w/Left or Right Typing Bed
UDL or UDR	Unitized Desk 60x30 w/Left or Right L-unit Return 36x18
CD	Conference Desk 72x36

STORAGE UNITS

Symbol	Description
F	File, Letter 15x28 (7)
LF	File, Legal 18x28 (8)
LAT	Lateral File 36x18 (9)
BC	Bookcase 34x14 (6)

TABLES

Symbol	Description
TConf.	Table, Conference 72x36
T	Standard Table 60x34
TM	Table, Medium 45x34
TS	Table, Small 36x24
MTU	Modular Table Unit 66x18
TR-54	Table, Round 54"
TR-42	Table, Round 42"
TR-36	Table, Round 36"
TH	Table, Host 42x18
TE	Table, End 18x24

DIVAN

Symbol	Description
DI	Divan or Sofa 72x40

CHAIR

Symbol	Description
C / LC	Guest Chair Lounge Chair

MISCELLANEOUS

Symbol	Description
ST	Storage Cabinet 2-Door 36x18 (12)
SS	Steel Shelving 36x18 (10)
LS	Library Shelving 36x15
DB-6 / S	Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool
MC	Map Cabinet 54x42
CM-12	Costumer 12-Hanger 51x20 (14
CM-6	Costumer 6-Hanger 30x20 (8
CR	Credenza 66x18

SPACE TYPE SYMBOLS:

O	Open Area
P	Private Area
SP	Semi-Private Area

ENCLOSURE TYPE SYMBOLS:

CH	Ceiling-High Partition
PS	Privacy Screen
O	Open

SECTION 2 PROGRAMMING INSTRUCTIONS

(1) Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.

(2) The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.

- Workstations are indicated by employee name, functional title and grade for each *authorized and budgeted* position. *If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
- Common Function spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determine by layout design on SF-81A, Part 2.
- Administrative Support spaces are either *centralized files* or miscellaneous equipment (i.e., costumers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.

(3) Develop the space requirements program in the following manner:

Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.

Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.

Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. DO NOT LIST EXCESS. Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.

Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.

(4) Describe, in Remarks, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.

(5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

SPACE ALLOWANCE GUIDELINES

Primary Workstations

Primary workstations are locations which provide a working area for personnel within office type space assignments for one or more persons during a single 8-hour shift. The number of workstations in an office space assignment is the number of such locations that must be provided to support the maximum number of personnel housed in that office space during any 8-hour shift, including contractor employees, temporary and part-time workers, and student aids/interns.

Workstation Typicals

The table below lists workstation sizes typically used for functions performed in office space. These typicals are used to develop actual workstation requirements based on building configuration; furniture and equipment needs, the mission of the client agency, the function of the person occupying the workspace and other on-site conditions. The range incorporates a low number which reflects the use of furniture systems, and a high number which reflects the use of conventional furniture.

PRIMARY WORKSTATION SQUARE-FOOTAGE GUIDELINES (INCLUDING CIRCULATION):

GRADE*	FUNCTION	SIZE RANGE (SQ. FT.)
1-8	Receptionist/clerical/ secretarial	45-90
5-12	Paraprofessional/ administrative	60-120
9-13	Technical/ professional	60-130
14-15	Supervisory/ managerial	80-180
15-SES	Executive	150-300

Normal horizontal circulation is included in the "space typicals" developed by the GSA. If, in the GSA's judgement, there is an extraordinary circulation requirement (e.g., for safety, code, or security purposes) which exceeds the normal allowance, then the excess amount will be regarded as support space.

*The space allowance guidelines generally apply to these GS grades.

SUPPORT SPACE
CATEGORY A - RECEPTION/WAITING AREAS

SQUARE FOOTAGE ALLOWANCE PER VISITOR

AVERAGE # OF VISITORS	CENTRAL Admin.	CENTRAL Public Serv.	CONFERENCE	PRIVATE OFFICE**	SECURITY
1-4	17	20	17	17	17
5-9	17	20	17	17	17
10-19	16	18	16	15	16
20-19	14	16	14	15	14
30-39	13	15	13	15	13
40*	12	14	12	15	12

* Public Service reception square footage is higher than that for Administrative reception, because of the need for additional facilities such as counters, displays, and writing areas.

** Add 3 square feet per person if area serves primarily high level visitors.

SUPPORT SPACE
CATEGORY B - HEARING/MEETING/INTERVIEW AREAS

(1) ROOM TYPE	(2) SEATING ALLOW. PER PERSON	(3) AVG. # USERS	(4) SPACE REQ'D S.F. (2)X(3)	(5) ADDTN'L SPACE REQMNTS	(6) ALLOW. S.F.	(7) NO.	(8) SPACE REQ'D S. F. (6)X(7)	(9) TOTAL SPACE REQ'D (4)+(8)
CONF.	20							
HEARING	18			1. Well area for Board Members, Commissioners, etc.	40/person			
				2. Witness Area	30			
				3. Attorney Table	40			
				4. Recording Secretary Station	40			
				5. Other				
TRAINING Arm Chair	20			1. Instructor Area	60			
Desk & Chair	40			2. Other				
Table	15							
INTERVIEW*	25							
BID OPENING	20			1. Front area to conduct mtg.	60			
			TOTAL					

*Space used for 4 people or less must be a minimum of 75 square feet in size if open, and 100 square feet if enclosed.

SUPPORT SPACE
CATEGORY C - FILE AREAS*

TYPE OF EQUIPMENT	NO.	ALLOWANCE SQ. FT.	TOTAL SQ. FT.
Lateral File -	If less than 20 cabinets	15	
	If 20 cabinets or greater	12	
Vertical File -	If less than 20 cabinets	11	
	If 20 cabinets or greater	9	
File Shelving Unit	36" increments	12	
Rotary File		35	
Space Savers File -	8 ft.	55	
	12 ft.	80	
	16 ft.	110	
	20 ft.	140	
	24 ft.	170	
Safe - 1 door		15	
2 door		22	
Plan or Map File		27	
Worktables -	24" x 36"	15	
	30" x 60"	30	
	36" x 72"	40	
Counter		40	
Microfiche Reader		18	
Microfiche Reader Printer		28	
Microfilm Reader		23	
Terminal		35	
Printer		17	
Other			
TOTAL REQUIREMENT			

*Care should be taken to verify that floor loading is adequate to accommodate the indicated file concentration.

SUPPORT SPACE
CATEGORY D - FILE AREAS*

TYPE OF EQUIPMENT	NO.	ALLOWANCE SQ. FT.	TOTAL SQ. FT.
STORAGE CABINET	If less than 20 cabinets	15	
	If 20 cabinets or greater	12	
SUPPLY CABINET	If less than 20 cabinets	15	
	If 20 cabinets or greater	12	
LATERAL FILE	If less than 20 cabinets	15	
	If 20 cabinets or greater	12	
VERTICAL FILE	If less than 20 cabinets	11	
	If 20 cabinets or greater	9	
SHELVING UNIT 36" Increments	12" deep	12	
36" Increments	18" deep	15	
PLAN OR MAP FILE		27	
Copier - w/o collator		45	
w/ collator		60	
SAFE - 1 door		15	
2 door		22	
BULK STORAGE - Furniture		*	
Equipment		*	
Supplies		*	
Other		___	

TOTAL REQUIREMENT

*Allowance equals actual floor area of items and 35% for circulation and warehousing techniques.

SUPPORT SPACE
CATEGORY E - PROCESSING AREAS

TYPE OF EQUIPMENT	NO.	ALLOWANCE SQ. FT.	TOTAL SQ. FT.
Copier		46*	
Copier w/collator		75*	
Supply Cabinet		15	
Storage Cabinet		15	
Mail Cart		7	
Mail Bin		14	
Mail Scale		7	
Mail Folding Machine		75*	
CPU/Disk Drive		40*	
Terminal**		35	
Printer**		17	
Word Processor**		35	
Keypunch**		35	
Drafting Table		48	
Graphics, Lettering		14	
Plan Printing Machine		60*	
Microfiche Reader		18	
Microfiche Reader/Printer		28	
Microfilm Reader		23	
Microfiche Camera		40*	
Shelving - 36" Increments		13	
Standard Off. Machine			
18x18		6	
18x24		10	
24x36		14	
Plan/Map File		27	
Mail Sorting Station		40	
Worktables			
24x36		15	
30x60		30	
36x72		40	
Lateral File		15	
Vertical File		11	
Other		___	
TOTAL REQUIREMENT			_____

* These allowances are for general planning purposes only. Manufacturer's specification should be consulted to determine exact space requirements.
** Includes the table on which the item is located.

SUPPORT SPACE
CATEGORY F - LIBRARY/REFERENCE AREAS

ITEM	NO.	ALLOWANCE SQ. FT.**	TOTAL SQ. FT.
Library Shelving Unit 36" Increments		12	
Bookcase		12	
Dictionary Stand		5	
Card Catalog		22	
Microfiche Reader		18	
Microfilm Reader		23	
Terminal*		35	
Printer*		17	
Check-out Counter		40	
Public Counter		40	
Work Area (per person)		20	
Other			
TOTAL REQUIREMENT			_____

** Includes access and aisle space.

* Includes the table on which the item is located.