



U.S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT  
**DIRECTIVES SYSTEM**

Subject Number:

ADS -13

Transmittal Number:

893

Date:

AUG 10 1993

Subject:

**Management of Leased Space**

Approval:

*William Henry*

Title: Acting Director

1. **Purpose.** This directive establishes policy and procedures for the acquisition and management of leased space by Field Unit and Headquarters Managers. This directive supplements 425 DM 1-1, Real Property and Space Management, and supersedes Directive ADS-13, dated December 2, 1993. **Please note: 425 DM 1-1 is currently under revision. Once the DM is released, OSM will update this Directive if necessary.**
2. **Summary of Changes.** This directive reflects updates in the OSM organizational structure and new policy, based on the General Services Administration (GSA) New Pricing Policy effective in Fiscal Year 2000. To facilitate the use of this directive, two distinct matrices were created to list the procedures and responsibilities for requesting and relinquishing space, or extending a lease for the OSM field and Headquarters installations. In addition, a list of terms is identified below, under Section 3. Definitions, for use in managing OSM leased space. It includes new terms which are referenced in GSA's New Pricing Policy. The title was also changed to reflect the management of all leased space.
3. **Definitions.**
  - a. Above Standard Alterations. Refers to 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.
  - b. 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, such as the OSM Headquarters space which is leased from the Department of the Interior.
  - c. Federal Property Management Regulations (FPMR), 41 CFR Pertains to the management of defense material, public buildings 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. FPMRs 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.
  - d. General-use Space. Effective in FY 2000, GSA uses this term to refer to office space, special and office storage. It also includes space of mission needs such as reception areas and circulation space; hearing, meeting, and interview areas; file areas; processing areas; and library and reference areas.

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 any agency pays GSA directly.

f. Occupancy Agreement (OA). Formal agreement which describes the business terms including the financial specifics and responsibilities governing the relationship between GSA and the customer agency for a given space assignment. The OA also recognizes that a tenant agency has a right of occupancy for a specified duration. The OA is not a lease, nor is it a document, for detailing building rules and regulations.

g. Occupiable Area. Refers to that portion of the gross area which is available for use by an occupant's personnel or furnishings, including space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. 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.

h. Parking. A GSA classification of space which is measured by parking space rather than square footage and is denoted as surface or structured.

i. Pricing Structure (GSA's). Effective in FY 2000, GSA will convert all existing assignments, government-owned or leased, to a new pricing structure. The new pricing structure is as follows:

1. Leased space: All rent bills are based on the cost of the lease to GSA. In addition to the lease's cost, an agency's rent includes the costs of services not included in the lease, security, and a GSA fee for the services provided.
2. Government-owned space: The rent rates are based on a 5-year fixed rate for base rent and annual escalation of operating costs and taxes.
3. All buildings: New pricing for security applies. There will be three line items for security: the basic charge (\$0.16 per square feet applies to all buildings with Federal Protective Services responsibility); building specific operating cost, and building specific amortization of capital. Other features or benefits may also be included.

j. Reimbursable Work Authorization Form (Standard Form -2957). Form used to request services to be rendered by GSA.

k. Shell Rent. For leased space, shell rent is the portion of the overall rent that GSA pays to the lessor for the unfinished shell of the space before it is tailored to meet the tenant's specific workplace needs. The shell rent is derived by deducting the tenant's improvement amortization, services, and taxes from GSA's overall cost for the space. For Government-owned space, shell rent is based on independent appraisals conducted by professional appraisers.

- l. Short-term Use Space. Refers to an agency's need for facilities for short-term use, such as conferences, meetings, and storage, judicial proceedings or emergency situations. Payment of the short-term use space is the responsibility of the office making the request.
- m. Space Utilization. The manner and the degree of efficiency in which Government-owned and -leased facilities are occupied. (See Standard Utilization Rate below.)
- n. Standard Form SF - 81. Form which may be used to request space. Its use is optional.
- o. Standard Form SF - 81A. Form which may be used to identify space requirements. Its use is optional.
- p. Standard Level User Charges. 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.
- q. Standard Utilization Rate. Refers to the average amount of space used per person. A current average utilization rate used per person is 125 occupiable square feet, in addition to 22 percent for support space. (See Space Utilization above.)
- r. Storage Space. Refers to space consisting of concrete, wood block or unfinished floors, bare block or brick interior. General storage area may include, basements, attics, closets, supply rooms, storerooms, inside parking and others.
- s. Reimbursable Work Authorization Form (Standard Form - 2957). Form used to request services to be rendered by GSA.
- t. Warehouse. A GSA classification of space which applies to properties for which storage is the predominant use (70% or more).

#### 4. Policy/Procedures.

- a. Concept. The goals of the Management of Leased Space are to provide suitable office space for all OSM employees and provide for a professional workplace environment, while achieving cost-effective space utilization in compliance with the current FPMR. The standard utilization rate is used as a basis for acquiring space.
- b. Policy. The OSM policy for managing leased space is derived from the following authorities and sources:
  - (1) 41 CFR 101-17.101 Public Contracts and Property Management, July 1, 1999;
  - (2) 425 DM 1-1, Real Property and Space Management dated August 10, 1994;  
and

- (3) Administrative memoranda, directives, and documents of a permanent or temporary nature pursuant to the above authorities.
- c. Scope. The Management of Leased Space directive applies to all short-term use space, permanent and temporary leased space acquired for official purposes by GSA, the Department of the Interior (DOI) or OSM through interagency agreements.
- d. Organization. The Management of Leased Space Program is established in the Office of the Assistant Director, Finance and Administration, under the Chief, Office of Administration. The purpose of the Management of Leased Space Program is to ensure adherence with the guidelines set forth by GSA and any other policy direction provided for by DOI.
- e. Use of this document.
1. Two matrices. Two distinct matrices are listed below: one is, GSA Controlled Space, and the other is Agency (DOI) Controlled Space, as the acquisition and management of leased space for each differs slightly. For GSA controlled space, which is the space used by the field installations, OSM deals directly with GSA; for Headquarters space, which is an agency controlled space and is part of the “Interior Department Complex”, OSM deals with the DOI.
  - 2.. Identification of management responsibility. To identify the management level responsible for the topics related to requests for extension of a lease, new office space, alterations, short-term use space, or review of rental charges, first locate the subject on the matrix. The box marked with an “X” and/or an acronym shows who has the responsibility within the organization. Acronyms used are:
 

AD	=	Assistant Director
COA	=	Chief, Office of Administration
DC	=	Division Chief
FOD	=	Field Office Director. Delegation has been extended to the Administrative Officer or Office Manager.
HOA	=	Headquarters Office of Administration
AOU	=	Chief, Administrative Operations Unit, Office of Administration
RD	=	Regional Director
MLS	=	Headquarters Manager of Leased Space
- f. Responsibilities/Procedures. For easy reference, the areas of responsibilities and procedures for users of GSA and DOI leased space are listed separately in the following matrices.

(1) For GSA Controlled Space - OSM Field Installations

AREAS OF RESPONSIBILITIES/Procedures	RD/ FOD/ DC	HOA
<p>1. <u>Extension of Lease.</u></p> <p><i>The Request for Space Form (SF - 81) and the Space Requirements Worksheet (SF - 81A) may be used. The use of these forms is determined by the local GSA office. When the SF-81 and 81A are not required, a memorandum may be used to reflect the field installation's plans concerning the extension of the lease.</i></p> <p><i>The respective Regional/Assistant Director will be kept abreast of the field installation's plans concerning the extension of the lease.</i></p>		
<p>a. Usually 18 months prior to termination of a lease, GSA will contact OSM, (either the field installation or the Headquarters Manager of Leased Space) to determine whether OSM will remain at the site.</p> <p>The OSM field installation will notify their intent to renew the lease, or to relocate at a different site. <i>Within 10 calendar days</i>, the field installation will forward to the Office of Administration a justification to support their intent, including applicable information regarding their space needs.</p>	X	
<p>b. Discussion with GSA is initiated <i>within 5 calendar days</i> of receipt of notice from the field installation. A written response to GSA will be completed <i>within 10 calendar days</i> of receipt of notice from the field installation.</p>		MLS COA

(1) **For GSA Controlled Space - OSM Field Installations**

AREAS OF RESPONSIBILITIES/Procedures	RD/ FOD/ DC	HOA
<p>2. <u>Requests for Space.</u></p> <p>The need for space is identified by the field installation requesting the space. A request for space will include a justification for space utilization, including the type of space, amount of space needed, and purpose for use of space. The Standard Utilization Rate is used as a reference when requesting space.</p> <p><i>The Request for Space Form (SF - 81) and the Space Requirements Worksheet (SF - 81A) may be used. The use of these forms is determined by the local GSA office. When the SF-81 and 81A are not required, a memorandum may be used to reflect the field installation's plans concerning the extension of the lease.</i></p> <p><i>The respective Regional/Assistant Director will be kept abreast of the field installation's request for space.</i></p>		
<p>a. Originates.</p> <p>The field installation will forward to the Office of Administration a justification to support the request for space.</p>	X	
<p>b. Concurs <i>within 10 calendar days of receipt of request.</i> The request for space is reviewed to determine whether the need for space is justifiable and that funds are available to procure space.</p>		COA
<p>c. Negotiates with GSA for the acquisition of space.</p>		MLS
<p>d. Delegates authority to a field installation to enter into direct negotiations with GSA, on a case by case basis, where direct negotiations between a field installation and GSA may be advantageous to the agency.</p>		COA

(1) **For GSA Controlled Space - OSM Field Installations**

AREAS OF RESPONSIBILITIES/Procedures	RD/ FOD/ DC	HOA
<p>3. <b><u>Repairs or Alterations.</u></b> Requests for repairs or alterations to occupied space and/or above standard alterations for occupied space or a new space acquisition. As deemed necessary, the respective Regional/Assistant Director will be kept abreast of the field installation's plans related to space alterations.</p> <p><i>Field Installations (GSA leased space): Use the Reimbursable Work Authorization (RWA) form. Appendix C provides instructions on use of this form.</i></p>		
<p>a. Originates with the unit within the field installation responsible for space and the facility management.</p>	X	
<p>b. Approves (References below concerning the levels of authorities are consistent with OPM-5, OSM Directive on Delegation of Authority.)</p>		
<p>1. When the estimated cost of the work does not exceed the dollar amount the RD, FOD or Division Chief is authorized to approve.</p> <p>Once approved, it is forwarded to GSA by the requesting office. Also, a copy of the RWA is sent to the OSM's Manager of Leased Space for inclusion in the specific site folder.</p>	X	
<p>2. When the estimated cost of the work exceeds the dollar amount the RD, FOD or Division Chief is authorized to approve, the RWA is forwarded to the Office of Administration for approval. This approval serves to concur that the commitment of funds is a reasonable investment.</p> <p>Once the RWA is approved by the COA, it is sent to GSA. A copy of the RWA is retained by the OSM Manager of Leased Space and a copy is sent to the respective field installation for inclusion in the specific site folder.</p>		COA

(1) For GSA Controlled Space - OSM Field Installations

AREAS OF RESPONSIBILITIES/Procedures	RD/ FOD/ DC	HOA
<p>4. <u>Relinquishing space.</u> The Management of Leased Space program promotes efficient space utilization. Space for which there is no current foreseeable need will be relinquished.</p> <p><i>The respective Regional/Assistant Director will be kept abreast of the field installation's plans concerning relinquishing space.</i></p>		
<p>a. Originates. The field installation projecting excess space will inform the Office of Administration of the intent to release the space. Notice must be in writing.</p>		
<p>1. Inform OSM Manager of Leased Space <i>within 10 calendar days</i> prior to the 120 calendar day notice required by GSA for relinquishing space.</p>	X	
<p>2. Provide GSA <i>within 10 calendar days</i> a notice for relinquishing space. Notice must be in writing.</p>		MLS
<p>b. Monitors assignment of relinquished space for accurate rental charges <i>on a monthly basis</i>.</p>		MLS
<p>5. <u>Rental charges.</u></p>		
<p>a. Distributes rent bills to field installations upon receipt from GSA.</p>		MLS
<p>b. Certifies accuracy of the bill, square footage, classification of space, and rent charges <i>within 14 calendar days</i>.</p>	X	
<p>c. Reports to the OSM Manager of Leased Space inaccuracies on the bill and corresponding support documentation <i>within 14 calendar days</i>.</p>	X	
<p>d. Reports to GSA and HOA inaccuracies on the bill, provides supporting documentation, and monitors assignment until corrections are made <i>within 14 calendar days</i>.</p>	X	
<p>e. Certifies payment of GSA bill to OSM's finance office (Division of Debt Management) <i>within 21 calendar days</i>.</p>		MLS



(1) **For GSA Controlled Space - OSM Field Installations**

AREAS OF RESPONSIBILITIES/Procedures	RD/ FOD/ DC	HOA
6. <u>Short-term use space.</u> When needed, the Manager of Leased Space will assist the requesting office in locating and acquiring privately owned space.		
a. Requests for conference, meeting, hearing, and/or training room.	X	
b. Requests for storage room.		
1. Prepares written justification detailing the need and period of time the requested space will be occupied.	X	
2. Concurs with request for storage space.		COA
3. Forwards request to GSA. If GSA is unable to locate Government-controlled facilities, OSM may arrange for the use of privately owned facilities for a period not to exceed 180 days.		MLS
4. Obtains extension beyond 180 days from GSA, if needed.		MLS

(2) For Agency (DOI) Controlled Space - Headquarters

AREAS OF RESPONSIBILITIES/Procedures	AD/ DC	HOA
1. <u>Extension of Lease.</u>		
a. Usually 18 months prior to termination of a lease, the Department will contact OSM to determine whether OSM will remain at the site. OSM notifies the Department of the intent to renew the lease, or to relocate at a different site.		AOU
b. Discussion with the Department is initiated <i>within 5 calendar days</i> of receipt of notice. A written response to the Department is completed <i>within 10 calendar days</i> of receipt of notice.		AOU
2. <u>Requests for Space.</u>  The need for space is identified by the Directorate needing the space. The request will be submitted to the Chief, Administrative Operations Unit, Office of Administration. A request for space will include a justification for space utilization, including the type of space, amount of space needed, and purpose for use of space. The Standard Utilization Rate is used as a reference when requesting space.		
a. Originates. Request to be submitted to the Chief, Administrative Operations Unit, Office of Administration.	X	
b. Concurs <i>within 10 days of receipt of request</i> . The request for space is reviewed to determine whether the need for space is justifiable and that funds are available to procure space.		COA
c. Negotiates with the Department for the acquisition of space.		AOU
3. <u>Repairs or Alterations.</u> Requests for repairs or alterations to occupied space and/or above standard alterations for occupied space or a new space acquisition.  <i>Headquarters: Use the Department of Interior Requisition form (Form DI-1)</i>		
a. Originates with the unit responsible for space and facility management.		AOU
b. Approves (Reference is consistent with OPM-5, OSM Directive on Delegation of Authority.)		

(2) For Agency (DOI) Controlled Space - Headquarters

AREAS OF RESPONSIBILITIES/Procedures	AD/ DC	HOA
1. When the estimated cost of the work does not exceed the dollar amount the AOU is authorized to approve.		AOU
2. Once the AOU approves the request, it is sent directly to the Department by the AOU.		AOU
3. When the estimated cost of the work exceeds the dollar amount the AOU is authorized to approve.		COA
4. Once the DI-1 is approved by the COA, it is sent to the Department's Facility Manager.		AOU
4. <u>Relinquishing space.</u> The Management of Leased Space program promotes efficient space utilization. Space for which there is no current foreseeable need will be relinquished.		
a. Originates. The program office projecting excess space will inform the Chief, Administrative Operations Unit, Office of Administration, of the intent to release the space.		
1. Inform Chief, Office of Administration <i>within 10 calendar days</i> prior to the 120 calendar day notice required by the Department for relinquishing space.		AOU
2. Provide the Department a 120-calendar day notice for relinquishing space. Notice must be in writing.		AOU
b. Monitors assignment of relinquished space for accurate rental charges.		MLS
5. <u>Rental charges.</u>		
a. Distributes a rent bill to Chief, Administrative Operations Unit, Office of Administration upon receipt from DOI.		MLS
b. Certifies accuracy of the bill, square footage, classification of space, and rent charges <i>within 14 calendar days</i> .		AOU

AREAS OF RESPONSIBILITIES/Procedures	AD/ DC	HOA
c. Reports to the OSM Manager of Leased Space inaccuracies on the bill and corresponding support documentation <i>within 14 calendar days</i> .		AOU
d. Reports to the Department and MLS inaccuracies on the bill, provide supporting documentation, and monitor assignment until corrections are made <i>within 14 calendar days</i> .		AOU
e. Certifies payment of Department's bill to OSM's finance office (Division of Debt Management) <i>within 21 calendar days</i> .		MLS
6. <u>Short-term use space.</u> The Chief, Administrative Operations Unit, Office of Administration will assist the requesting office in locating and acquiring privately owned space.		
a. Obtain conference, meeting, hearing, and/or training room.		AOU
b. Requests for storage room.		
1. Prepares written justification detailing the need and period of time the requested space will be occupied		AOU
2. Concurs with request for storage space.		COA
3. Forwards request to the Department or to GSA. If the Department or GSA is unable to locate Government-controlled facilities, OSM may arrange for the use of privately owned facilities for a period not to exceed 180 days.		AOU
4. Obtains extension beyond 180 days from GSA, if needed.		AOU

5. **Reporting Requirements.** As required.

6. **Effect On Other Documents.** Supersedes OSM Directive ADS-13, Office Space Management, dated December 2, 1993.

7. **References.**

41 CFR 101-17.101 Public Contracts and Property Management, July 1, 1999.

425 DM 1-1 Real Property and Space Management dated August 10, 1994.

OSM Directive OPM-5, Delegations of Authority dated May 29, 1997.

8. **Effective Date.** Upon issuance.

9. **Contact.** Manager of Leased Space, Office of Administration, 202-208-2961
10. **Keywords.** Office Space, Special Space, and Space Utilization
11. **Appendices.**
  - APPENDIX A - Standard Form 81
  - APPENDIX B - Standard Forms 81 - A
  - APPENDIX C - Reimbursable Work Authorization (RWA) Form 2957 and instructions for completing RWA
  - APPENDIX D - Department of Interior (DOI) Requisition Form DI-1 (Instructions for completing the DI-1 appear on the form.)

<b>REQUEST FOR SPACE</b> (See instructions on reverse)	1. DATE	2. AGENCY REQUEST NO.	3. LOCAL AGENCY CONTACT (Name)	PHONE NO.	4. AGENCY MARKET SURVEY REPRESENTATIVE (Name)	PHONE NO.
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TO: GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE O., STREET TY & STATE P CODE	6. FROM: AGENCY NO., STREET CITY & STATE ZIP CODE	7. FOR: AGENCY ADDRESS ZIP CODE BUREAU CODE
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TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> EXPANSION	<input type="checkbox"/> CONTINUING REQUIREMENTS <input type="checkbox"/> REDUCTION	9a. GEOGRAPHIC SERVICE AREA	9b. DELINEATED AREA
10. TERM OF OCCUPANCY FM (mo. & yr.) TO (mo. & yr.)		NO. OF YEARS FIRM TERM	11. TOTAL NO. OF PERSONNEL TO BE HOUSED

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

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 expenses.

SIGNATURE \_\_\_\_\_ PHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_  
PRINT NAME AND TITLE \_\_\_\_\_

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. \_\_\_\_\_

## INSTRUCTIONS

### Submitting the SF-81

Submit the SF-81 in triplicate, accompanied by a completed SF-81A, Space Requirements Worksheet, Space Requirements Questionnaire and any additional documentation to fully support the agency's space needs. Failure to provide complete and accurate information will delay processing and may result in return of the SF-81 for correction, update, and resubmission.

The SF-81 **must** be submitted by the office which has authority to obligate funds to reimburse GSA for all applicable costs associated with the delivery of space. Agency field components which do not have delegated authority to obligate funds **must** coordinate submission and approval of the SF-81 with offices which have this authority. A GSA Form 2957, Reimbursable Work Authorization, should be submitted when applicable.

Item 1. Date form is prepared.

Item 2. Agency established request number.

Item 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.

Item 4. Name and phone number of 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.

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

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

Item 7. Name of agency, and bureau code of the organization which will occupy the space (e.g. regional office, district office, field office) if different than information provided in block 6. City and state where the space is requested.

Item 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.

Items 9a. and b. Geographic/Delineated area that the agency will service. The geographic area (State, city, county, zip code, etc.) for which an agency/bureau has operational responsibility as well as the specific delineated area as identified and justified by the requesting agency. GSA review of the delineated area shall be limited to ensuring that the delineated area will provide adequate competition and the maximum use of existing Government controlled space (see Item 14 Agency Certification).

Item 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.

Item 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.)

Item 12. This portion of the SF-81 is used to identify 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.

Item 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. "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, conference, file, libraries, hearing, interview, and secondary work areas). Office support areas should be clearly identified on the attached SF-81A and Space Requirements Questionnaire.

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

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

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

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

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

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

Item 12, line 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.

Item 12, line q. Total parking spaces required. (Add lines o and p).

Item 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 Item 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 Item 13 to indicate if this information is attached.

### Agency Certification

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

Item 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 and will serve as GSA's point of contact.

**SPACE REQUIREMENTS WORKSHEET**

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

PAGE \_\_\_\_\_ OF \_\_\_\_\_

DEPT./BUREAU \_\_\_\_\_  
 AGENCY/OFFICE \_\_\_\_\_  
 DIVISION \_\_\_\_\_

PREPARED BY \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DATE \_\_\_\_\_

CITY AND STATE \_\_\_\_\_  
 ORGANIZATIONAL UNIT DESCRIBED ON THIS PAGE \_\_\_\_\_

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

WORKSPACE CODE	EMPLOYEE NAME OR SUPPORT SPACE	GRADE	SPACE TYPE	ENCLOSURE TYPE	SQUARE FEET REQUIRED	DESKS		CR or MTU	C	TABLES			STORAGE UNITS						COS-TUMER	MISC. EQUIPMENT			FOOTNOTE FOR REMARKS		
						D TDL TDR	CD UDL UDR			T	TR-36 TR-42 TR-54	F	LF	LAT.	ST	BC	LS	SS		CM-6 CM-12	DI SF TH TE	DB-5 DB-6 MC			

PERSONS - TOTALS - SPACE

REMARKS: \_\_\_\_\_

UNCLY

APPENDIX B



## SECTION 1

## INSTRUCTIONS, STANDARDS AND SYMBOLS

DESKS		Standard Desk 60x30	TABLES		Table, Conference 72x36	MISCELLANEOUS		Storage Cabinet 2-Door 36x18 (12)	
		Typist Desk 60x34 w/Left or Right Typing Bed			Standard Table 60x34			Steel Shelving 36x18 (10)	
		Unitized Desk 60x30 w/Left or Right L-unit Return 36x18			Table, Medium 45x34			Library Shelving 36x15	
		Conference Desk 72x36			Table, Small 36x24			Drawing Boards DB-5 60x40 DB-6 72x45 S: Stool	
STORAGE UNITS		File, Letter 15x28 (7)			Modular Table Unit 66x18				
		File, Legal 18x28 (8)			Table, Round 54"			Map Cabinet 54x42	
		Lateral File 36x18 (9)			Table, Round 42"			Costumer 12-Hanger 51x20 (14)	
		Bookcase 34x14 (6)			Table, Round 36"			Costumer 6-Hanger 30x20 (8)	
					Table, Host 42x18			Credenza 66x18	
				Table, End 18x24	SPACE TYPE SYMBOLS:				
				Divan or Sofa 72x40			Open Area		
				Guest Chair			Private Area		
			Lounge Chair		Semi-Private Area				
				ENCLOSURE TYPE SYMBOLS:					
					Ceiling-High Partition				
					Privacy Screen				
					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 determined 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.

<b>REIMBURSABLE WORK AUTHORIZATION</b>				1. DATE OF REQUEST	2. RWA NUMBER <i>(GSA Use Only)</i>
3. NAME OF AGENCY				4. WORK SITE	
5A. CONTACT'S NAME				5D. CONTACT'S ADDRESS	
5B. CONTACT'S TELEPHONE NO.	AREA CODE	PHONE NUMBER	EXT.		
5C. CONTACT'S FAX NUMBER	AREA CODE	PHONE NUMBER			
5E. CONTACT'S E-MAIL					

6. DETAILED DESCRIPTION OF REQUESTED WORK					
CHECK AS APPROPRIATE		10. REQUESTED WORK DATES		13A. FED CODE	13B. BUREAU CODE
7. PLANS ATTACHED	A. START:		14A. AGENCY FINANCE BILLING OFFICE		
8. MOD	B. COMPLETION:		14B. STREET ADDRESS		
9A. BILLING TYPE	9B. BILLING TERMS	11. AMOUNT CERTIFIED BY AGENCY			
12A. AGENCY LOCATION CODE		12B. AGENCY ID NO.	12C. FUND CODE	14C. CITY	14D. STATE
				14E. ZIP CODE	
12D. AGENCY ACCOUNTING DATA <i>(Limited to 60 characters)</i>			16A. CREDIT CARD NUMBER		16B. EXPIRATION DATE
15A. CERTIFICATION SIGNATURE			15B. DATE	16C. TYPE OF CARD <i>(i.e., VISA)</i>	
					16D. NAME OF CARD HOLDER
15C. NAME OF SIGNER			17. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		
			AREA CODE	PHONE NUMBER	EXT.

NOTE: GSA will bill in accordance with FPMR Part 101-21.604(e)

**FOR GENERAL SERVICES ADMINISTRATION USE ONLY**

18. PROJECT NO.	19A. ORGANIZATION CODE	19B. B/A CODE	19C. BOAC CODE	19D. CORRES. SYMBOL
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20. BRIEF PROJECT DESCRIPTION *(Limited to 25 characters)*

21. ACTION <i>(Check one)</i>	22. PLEASE CHECK IF APPROPRIATE
<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE <input type="checkbox"/> COMPLETE	<input type="checkbox"/> COST BREAKDOWN ATTACHED <input type="checkbox"/> MULTIPLE BLDG./FUNCTION <i>(See reverse)</i>

<input type="checkbox"/> 23. FIXED PRICE DOES NOT APPLY	<input type="checkbox"/> 24. GUARANTEE DOES NOT APPLY	25. AGREED UPON COMPLETION DATE
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26A. ORGANIZATION CODE	26B. BUILDING NUMBER	26C. LEASE NUMBER	26D. FUNCTION CODE	26E. O/C	26F. TOTAL
<b>26G. GRAND TOTAL</b>					

27A. GSA APPROVING OFFICIAL'S SIGNATURE	27B. DATE	27C. TELEPHONE	
		AREA CODE	NUMBER
			EXT.

27D. NAME	28. POINT OF SALE TERMINAL <i>(For credit card purchases only)</i>	
	<input type="checkbox"/> A. FINANCE	<input type="checkbox"/> B. PBS

29A. CERTIFICATE OF COMPLETION SIGNATURE	29B. SIGNER'S NAME <i>(Type or Print)</i>	29C. COMPLETION DATE
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**INSTRUCTIONS**

GENERAL: Keep a copy for your record and forward one copy to your obligating/paying office.

- | ITEM NO. | SPECIFIC ITEM   |
|----------|---|
| 1.       | Enter date of work request.   |
| 2.       | <i>For GSA Use Only.</i>  |
| 3.       | Enter name of agency requesting the work.   |
| 4.       | Enter location where work is to be performed. If multiple locations, use attachment (below).  |
| 5A-E.    | Enter information regarding the individual with the authority to make decisions regarding the project.  |
| 6.       | Enter a concise statement of work to be done, including location where work is to be performed.   |
| 7.       | Check if agency plans are attached.   |
| 8.       | Check if submittal is a modification to an existing RWA.  |
| 9A.      | Enter billing type: 1 = Interfund, C = Credit Card, P = Prepaid   |
| 9B.      | Enter billing terms: A = Advance, C = At completion, M = Monthly, Q = Quarterly, T = At termination, Y = Annually (in arrears), non-recurring RWA's under \$25,000 will be billed at project completion. Default for billing is monthly for projects over \$25,000. |
| 10A-B.   | Enter requested project start and completion dates.   |
| 11.      | Enter the total dollar amount approved for funding. Must match GSA's cost quote.  |
| 12A.     | Enter the eight (8) character Agency Location Code. (Treasury Pay-Station Designator)   |
| 12B.     | Enter the appropriate agency identification number.   |
| 12C.     | Enter the appropriate agency fund code.   |
| 12D.     | Enter agency accounting information (limited to 60 characters). <b><u>THIS WILL APPEAR ON YOUR BILL.</u></b>  |
| 13A.     | Enter the agency Fed Code.  |
| 13B.     | Enter the agency Bureau Code.   |
| 14A-E.   | Enter the appropriate billing address information.  |
| 15A-C.   | Enter the date, signature, and name of agency's authorized representative, certifying the validity of order and the availability of funds.  |
| 16A-D.   | Enter the credit card number, type of card, card holder's name, and expiration date. (You may contact your GSA Representative and provide the information confidentially.)  |
| 17.      | Enter the certifying official's phone number.   |

**GSA USE ONLY**

- |        |   |
|--------|---|
| 18.    | Enter project number, if applicable.  |
| 19A-D. | Enter: a. GSA Organization Code, b. B/A code, c. BOAC code, and d. the Organization Correspondence Symbol.  |
| 20.    | Enter a brief project description, limited to 25 characters.  |
| 21.    | Check the appropriate action block.   |
| 22.    | Check box(es) if appropriate.   |
| 23.    | Check if the project is <b><u>NOT</u></b> fixed price. If the project is to be actual cost instead of fixed price, the requesting agency contact should be advised that his/her agency is responsible for all actual costs, including overhead. |
| 24.    | Check if the guarantee <b><u>DOES NOT</u></b> apply.  |
| 25.    | Enter the mutually agreed upon completion date.   |
| 26A-G. | Enter the Organization Code, Building Number, Lease Number, Function Code, Object Class, Total Dollar Amount, and Grand Total.  |
| 27A-D. | Enter the signature, name, date, and telephone number of the GSA Approving Official.  |
| 28.    | Enter the Point of Sale Terminal (for Credit Card Purchases Only).  |
| 29A-C. | Enter the certificate of completion signature, name, and date when the project was physically completed.  |

**ATTACHMENT - MULTIPLE BUILDINGS/MULTIPLE FUNCTION**

ORGANIZATION CODE	BUILDING NUMBER	LEASE NUMBER	FUNCTION CODE	O/C	TOTAL

Form DI-1  
(Rev. July 1994)

Page \_\_\_\_\_ of \_\_\_\_\_

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
REQUISITION

Requisition No. \_\_\_\_\_

Date \_\_\_\_\_

*INSTRUCTIONS - Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.*

To	Bureau/Office	
	FTS Phone No. <i>(include area code)</i>	FTS Fax No. <i>(include area code)</i>
Appropriation/Allotment No.	Charge shipping costs to	
Vendor	Deliver to	

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT

**TO BE COMPLETED BY FISCAL AUTHORITY ONLY**

FUND CERTIFICATION: Funds in the amounts shown are available and chargeable to the cost authorities shown above.

Signature	Title	Date
Requisitioned by <i>(Signature)</i>	Title	Date
Approved by <i>(Signature)</i>	Title	Date
Bureau Officer <i>(Signature)</i>	Title	Date