

February 17, 2009

SUBJ: PROCEDURES FOR ADMINISTRATIVE SPACE ACTIONS

1. **PURPOSE.** This order establishes procedures to be followed to obtain new or additional space or to rehabilitate or modify existing administrative space.
2. **DISTRIBUTION.** This order is distributed to branch level in the regional headquarters and all field facilities.
3. **BACKGROUND.** This order briefly outlines specific actions necessary to request changes to administrative office space in the Alaskan Region. The policy that governs Administrative Space Standard requirements is the Acquisition Management System (AMS) Real Estate Guidance Paragraph 2.4.1- Appendix A: Administrative Space Guidance.

4. RESPONSIBILITIES.

a. The originating office shall submit written requests for administrative space actions through appropriate organizational channels to their division manager/staff officer. These requests shall contain sufficient information for evaluation of the requirements and justification for the action. Examples of needs and conditions warranting the requests include:

- (1) Work flow changes
- (2) Equipment additions/deletions
- (3) Organizational changes
- (4) Addition/reduction of personnel

b. Division managers/staff officers shall determine the validity of requests for administrative space actions, except for minor space realignments and office furniture requests. Upon validation, the requests shall be forwarded to the Logistics Division, AAL-50, for leased space requirements and for minor space realignments and office furniture modifications and adjustments request will be sent to AAL-33 for action.

c. Administrative space coordinator AAL-33 will coordinate office furniture requests and minor space realignments. Minor space realignments pertain to changes within an individual workstation and do not affect interconnecting offices. Furniture and minor office realignment requests will be evaluated and requestor notified if and when work can be accomplished.

d. Logistics Division.

Lease Requirements: AAL-50 shall review the requests to ensure compliance with the policy that governs Administrative Space Standard requirements in the Acquisition Management System (AMS) Real

Distribution:

Initiated By:

Estate Guidance Paragraph 2.4.1- Appendix A: Administrative Space Guidance. If appropriate, leasing action will be initiated to acquire additional space.

e. Executive Operations Division:

(1) Minor space layout sketches are required; they shall be prepared by the requestor and reviewed with AAL-33. The final layout will be approved or disapproved by AAL-33 prior to implementation.

(2) Depending on work load and AAL-33 resources, requestor may be required to contract a portion or all of the work requested. When more than one division/staff office is affected by a space action, AAL-33 will coordinate all phases of the work process among those offices.

5. FUNDING.

a. Administrative space rental and associated costs shall be funded by the user activity with the exception of commercially based rent (CBR) for space provided to the FAA through GSA. First-year costs for leased space obtained through GSA are funded by the user activity. Out-year costs are budgeted for and funded by the Executive Operations Division or Headquarters.

b. Upon receipt of a validated space action request, AAL-50 will provide an estimate of lease costs to the user activity. The user activity will prepare a purchase request based on the estimated cost and forward to AAL-50. Funding must be available prior to lease negotiations.

c. In cases where additional funding is required, including CBR funds, requests shall be coordinated with the requestor's budget official.

6. COORDINATION AND NEGOTIATION. AAL-50 shall conduct all coordination and negotiation with lessors or GSA when additional leased space is required.

a. Executive Operations Division, AAL30 will coordinate all workspace alteration request through General Services Administration (GSA).

b. Requestors will provide fund site for establishment of a Reimbursable Work Oder with GSA or provide a validated purchase card number and certifications for payment.

Robert N. Lewis

Regional Administrator