



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

ORDER
4665.3

Effective Date:
March 14, 2006

SUBJ: Private Office Policy

1. **Purpose of This Order.** The purpose of this Order is to set forth private office policy and acquisition procedure for the Federal Aviation Administration William J. Hughes Technical Center (Technical Center) in accordance with the Technical Center Space Management Policy dated August 13, 2003 (see Appendix A).

2. **Distribution.** This order is distributed to all divisions, staff, and tenant organizations at the Technical Center and is available in electronic format on the Center Library web site: <http://inraweb.act.faa.gov/actlibrary/ctdirectives.html>.

3. **Background.** The Code of Federal Regulations, Title 41 – Public Contracts and Property Management, Part 102-79 – Assignment and Utilization of Space requires Federal Agencies to promote efficient and optimum utilization of space at economical cost to the Government.

Implementation of this private office policy will avoid needless construction of new offices as this is expensive, time consuming, disruptive and compromises various building systems.

Private Offices are defined as work spaces that are enclosed on four sides with either hard or soft panel walls, or windows having a minimum height of 80 inches and a lockable door.

4. **Policy.** This policy will apply to the following buildings: 316, 305, 301, 300, 270, 210, 28 and 27. The following private office policy will be implemented and shall remain in effect until otherwise modified:

a. Only FAA Supervisory personnel (regardless of grade) will be entitled to occupy a private office. Subject to availability, the size of the office will be commensurate with the position. The following will be used as a guide:

- (1) Front-line supervisor - up to 150 square feet (10 x15 typical)
- (2) Mid-level supervisor - up to 225 square feet (15 x 15 typical)
- (3) Senior-level supervisor - >225 square feet

b. Employees currently occupying private offices who do not meet the criteria stated above may temporarily remain in those offices until a specific business need arises.

c. For any future needs, if no private offices are available, any of the following solutions

d. will be implemented:

- (1) Move non-supervisory personnel out of offices to cubicles.
- (2) Utilize existing conference/support rooms.
- (3) Use alternate methods to increase privacy when warranted (e.g. higher workstation partitions with an entry door).
- (4) Move contract site supervisors out of offices to cubicles (contingent upon contract terms).
- (5) If all options are exhausted then, and only then, will construction of private offices be considered. The requestor must provide all funding associated with the office design, construction and consequential impact resulting thereof. The requestor must fund any studies deemed necessary to determine impacts on building systems as a whole, upgrades to those building systems, moving costs associated with the relocation of impacted personnel, consequent office renovation resulting from these moves and any other coincident costs.

e. Any surplus private offices will be:

- (1) Utilized for business/mission needs (e.g. mini-lab, unique purposes, conference room, etc.).
- (2) Used as semi-private rooms (2 or more employees) when this option is deemed prudent and efficient use of space.
- (3) Used for non-supervisory employees or contractors **only** when a clear, justifiable need is provided and approved by the Facilities Services and Engineering Division (see **Attachment 1** for requesting a private office). **However**, these employees must relinquish that private office when a need arises to place supervisory personnel or to fulfill other higher priority business needs. As a guide, these offices may be 100 square feet or greater (size governed by grade/payband, functional need and office availability).

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Ronald Esposito
Acting Director, William J. Hughes Technical Center

ATTACHMENT 1

Date: _____
From: _____ Org.: _____

To : Facilities Services and Engineering Division (FSED)

SUBJ: REQUEST FOR PRIVATE OFFICE

It is requested that a private office be provided for the following individual:

Name: _____ Org: _____ Tel: _____
Position Classification: _____
Grade/Pay Band: _____
 ☐ Front line supervisor
 ☐ Mid-level supervisor
 ☐ Senior-level supervisor
 ☐ Non-supervisory or contractor
 (see note below)

This individual (is a new hire) (is in a cubicle in Building _____, _____ floor, near Column _____) (is in another office in Building _____, _____ floor, near Column _____) (is located offsite). It is requested that the private office be located in Building _____, _____ floor, near Column(s)_____.

NOTE: Current space management policy is to provide private offices for FAA supervisory personnel only. If the individual named above is non-supervisory or a contractor, please describe below his/her duties and responsibilities which otherwise justify the need for a private office:

Date: _____
From: _____, FSED, X _____
To: _____ Org: _____

SUBJ: Request for Private Office for _____
Subject request is (____) approved (____)disapproved.

APPENDIX A



August 13, 2003

**Federal Aviation Administration
William J. Hughes Technical Center**

SPACE MANAGEMENT POLICY

The Federal Aviation Administration (FAA) William J. Hughes Technical Center is a unique laboratory facility that conducts engineering, research, development, test and evaluation of aviation systems. The Center's ability to fulfill its mission, provide world-class products and services to its customers, retain its role and status in the aviation field, and create and maintain a model work environment is impacted by the availability of physical space (including real estate, laboratories, test facilities, utility plants, warehousing, and offices).

Prudent space planning and management at the Technical Center is essential in order to enable mission growth, promote organizational efficiencies and control operational costs. The Office of Operations, Technology and Acquisition (OTA) will be responsible for controlling space (including delegating authority to other organizations) and will determine the most efficient and effective use of the Center's space resources.

OTA establishes and implements space management processes and procedures in accordance with FAA, Office of Management and Budget, General Services Administration guidelines, and Building and Life Safety Codes to optimally support the mission and functions of the FAA and Technical Center. All Center organizations and tenants shall comply with the procedures established by OTA and the terms stated and authorized in respective licenses, contracts, or agreements.

All organizations shall be responsible for determining and funding long-term space requirements for their programs. These shall be submitted annually to OTA for mutual development of a realistic space plan to meet mission requirements. All organizations shall be responsible for mutually developing a business case analysis with OTA for all space requests.

The priority for space assignment will be (1) FAA employees (i.e., Technical Center, straight-lined, primary tenants, secondary tenants); (2) on-site contractor support; (3) FAA support (e.g. credit union, daycare, travel office); and (4) other Government entities. Deviations from this priority may be made subject to critical need and program priorities, justified by business case analysis and management determination. OTA assigns space on-Center or arranges for economical leased space off-Center, pending space availability and the results of the business case analysis. OTA has the authority to relocate any organization, to on-Center or off-Center space, as necessary to satisfy mission needs.

A handwritten signature in black ink, appearing to read "Anne Harlan".

Anne Harlan, PhD
Director

William J. Hughes Technical Center