

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

WA 4665.3

12/19/74

SUBJ: MANAGEMENT OF SPACE IN DEPARTMENT OF TRANSPORTATION BUILDINGS

1. PURPOSE. This order transmits as Appendix 1, DOT Order 1700.16A, Management of Space in Department of Transportation Buildings, which establishes policy and procedures for acquisition, assignment, modification, utilization and disposal of space in support of Department headquarters operations.
2. CANCELLATION. This order cancels FAA Order 4665.2, Management of Administrative Space in Headquarters Buildings, dated December 12, 1968.



R. F. FRAKES
Director, Logistics Service

WA 4665.3
Department of Transportation
Office of the Secretary
Washington, D.C.

Appendix 1
12/19/74

ORDER

DOT 1700.16A

9-20-72

SUBJECT: MANAGEMENT OF SPACE IN DEPARTMENT OF TRANSPORTATION BUILDINGS

1. PURPOSE. To establish uniform policy and procedures for acquisition, assignment, modification, utilization and disposal of space in support of Departmental headquarters operations.
2. SCOPE. The provisions of this order apply to the Office of the Secretary (OST) and the operating administrations. In addition, pursuant to delegation by the National Transportation Safety Board (NTSB) under Section 5(M) of the Department of Transportation (DOT) Act, this directive is applicable to the NTSB.
3. CANCELLATION. DOT 1700.16, MANAGEMENT OF ADMINISTRATIVE SPACE IN HEADQUARTERS, of 10-28-68.
4. POLICY. It is the policy of the Department to utilize space in the most efficient manner possible consistent with good management practices and to comply with those standards established by Executive Order and/or by the Federal Property Management Regulations.
5. RESPONSIBILITY. The Assistant Secretary for Administration is responsible for all administrative space in DOT headquarters buildings and by this order assigns responsibility to the Director of Administrative Operations to manage such space through the OST Buildings Engineering and Design Division (TAD-47).
6. DEFINITION. As used in this directive, the term "administrative space" includes all space, Government owned or leased, used for such purposes as office space, warehouses, printing plants, laboratories, mail or file areas, etc., which support the headquarters activities of the OST, the operating administrations and the NTSB.
7. PERMANENT SPACE. Requests for additional permanent space, required for normal foreseeable agency growth, will be submitted by the Executive or Administrative Officer of Secretarial offices, administrations or the NTSB, to the Chief, Buildings Engineering and Design Division, in memorandum form, at least

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All Operating Administrations
National Transportation Safety Board

OPI: Office of
Administrative
Operations

completion date. However, as much advance time as possible should be provided to assure completion of construction to meet occupancy needs. OST requests for alterations to space will be forwarded to the Buildings Engineering and Design Division, in memorandum form, outlining the work desired with a justification of need. Operating elements will submit Job Orders (GSA Form 1354) and will include the appropriation number the job is to be charged against.

11. PREPLANNING. The Buildings Engineering and Design Division will maintain a continuous program to assure adequate housing to meet the Departmental requirements. Each office of an Assistant Secretary, operating administration and the NTSB will give careful consideration to space needs when planning for an increase in staffing and advise the OST Buildings Engineering and Design Division of the planned expansion as far in advance as possible.

FOR THE SECRETARY OF TRANSPORTATION:



William S. Heffelfinger
Assistant Secretary
Administration

Engineering and Design Division will be contacted by telephone. The Division will obtain the necessary clearances from GSA in accordance with Federal Property Management Regulations prior to the time the contract for such space is awarded.

9. ASSIGNMENT AND UTILIZATION OF PERMANENT SPACE.

a. Assignment.

- (1) Permanent space will be assigned based on actual need as determined by a functional layout prepared by the Space Engineering and Design Branch, TAD-473. In accordance with the Department's policy of economic space utilization, the following will be used as planning standards:

<u>GRADE OR POSITION</u>	<u>SQUARE FOOTAGE</u>
GS-1 through GS-6	60
GS-7 through GS-11	75
GS-7 through GS-11 (Supervisory)	100
GS-12, 13, 14	100
Branch Chief (Equivalent)	150
Division Chief (Equivalent)	225
Office Head (Equivalent)	300
Deputy Administration Head	400
Administration Head (Equivalent)	500
Assistant Secretary	500

- (2) An additional factor of 10% will be added to accommodate administrative support functions and circulation areas. Space to provide for special functions such as large file installations, laboratories, etc., will be provided based upon a determination of actual need by the Buildings Engineering and Design Division.

- b. Utilization. It is the obligation of all levels of management to assure that space is utilized to the maximum potential. In keeping with this, all permanent space which is excess to the immediate requirements of an organization will be promptly reported by memorandum to the Buildings Engineering and Design Division.

10. ALTERATIONS. In other than emergency situations, all requests for alterations will be submitted at least 30 days prior to the desired

60 days in advance of the need. Requests for permanent space arising from other than normal foreseeable agency growth; i. e., emergency requirements, should be submitted as soon as possible to allow maximum time for acquisition of the space. Requests will include:

- a. Purpose for which space is to be used; and
 - b. A current staffing chart for the proposed occupant listing all authorized positions, both filled and vacant, by organization, position, title and grade.
8. TEMPORARY SPACE. Temporary space is available only at infrequent intervals and operational program planning should not be based on its use.
- a. Temporary Space for Use by Task Groups. Prior to forming task groups, the Buildings Engineering and Design Division should be consulted, if time permits, to determine the availability of temporary space and will be provided with a memorandum listing the staffing by grade and position. In the event temporary space assigned to the Department is not available, or if such space cannot be obtained from GSA, the task group must be housed within the sponsoring organization's space holdings.
 - b. Temporary Space in Commercial Establishments. When temporary space is required for meetings, conferences, etc., in commercial establishments, such as hotels, motels, etc., a memorandum, explaining in detail the requirements and justifications, will normally be forwarded to the Buildings Engineering and Design Division one week in advance of the requirement. Where the one-week notice by memorandum is not possible, the Buildings