

CHANGES TO SPACE AND LEASE OF FIELD OFFICES AND FACILITIES

1. PURPOSE

This Directive states the Marketing and Regulatory Programs (MRP) policy for expanding or reducing space; establishing, closing, relocating, or renewing leases of field offices and facilities; and reviewing existing space at all domestic locations. For space in the National Capital Region, requests will be handled through the Administrative Services Division (ASD), Facilities and Conference Services Branch (FCSB), Washington D.C. Service Center. For international locations, requests will be handled through procedures established by the U.S. Department of State or the local embassy.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP Directive 1620.1, Changes to Space and Lease of Field Offices and Facilities, dated 5/18/07.

3. AUTHORITIES

- a. Rural Development Act of 1972.
<http://www.gsa.gov/portal/content/101029>
- b. DR 1620-002, USDA Space Management Policy, dated 5/17/04.
<http://www.ocio.usda.gov/directives/doc/DR1620-002.htm>

4. POLICY

It is MRP policy to:

- a. Obtain space or land which meets the minimum requirements at the lowest cost.
- b. Comply with the standard utilization rate (UR) for USDA office space of 150 square feet per person. The UR of 150 square feet includes employee workstations, circulation areas (including reception areas), file space, and all private offices. Generally, this will include all space finished as standard office space. Those items which constitute special space, such as a conference/training room, laboratory, light industrial, warehouse, ware yard, server room, nursing mothers' room, sick rooms, kennels, and storage are not included in the UR.

- c. Use existing Government-owned or -leased facilities whenever possible, unless justified otherwise by the Program.
- d. Whenever possible, collocate offices with other MRP offices, USDA offices, Federal offices, or State Cooperators. Refer to DR 1620-002, USDA Space Management Policy, <http://www.ocio.usda.gov/directives/doc/DR1620-002.htm> Locate MRP activities with other agency or USDA activities when this meets Program and client needs and enhances customer service.
- e. Comply with Civil Rights Impact requirements.
- f. Perform periodic space inspections.
- g. Provide employees with a safe, healthy, and drug-free working environment.
- h. Ensure that all facilities are ADA (Americans with Disabilities Act) compliant unless justified by the Program and waived by the ASD Director.
- i. Comply with the National Historic Preservation Act and Executive Order 11539 by following the procedures set forth in 36 CFR 800.
- j. Comply with MRP Administrative Notice 13-3, Laboratory Ventilation Management.

5. TYPES OF ACTIONS

Requests for expanding space or moving within the same complex, reducing space, closing offices, establishing offices, relocating offices, or renewing leases apply to the following types of actions:

- a. Routine Actions. A location with 9 or fewer employees (full time, part time, State, intermittent, etc.); acquiring/reducing parking spaces; and long term storage (over 180 days) require the Director's approval.
- b. Non-routine Actions. A location with 10 or more employees (full time, part time, State, intermittent, etc.) requires the Director and Deputy Administrator's approval.
- c. Major Organizational Changes. The Assistant Secretary for Administration must approve major organizational changes prescribed in this Directive before the changes become effective. Actions requiring approval include:
 - (1) The establishment, closing, or relocation of:
 - (a) An Agency headquarters or regional level office.

- (b) A headquarters unit or field unit that reports directly to an administrator or to the head of a Departmental office.
- (c) A field unit to another Congressional District.

NOTE: All of the above actions require an MRP Form 114, Request for Changes to Space and Field Offices and Lease of Facilities, which can be accessed on the Internet at <http://www.aphis.usda.gov/library/forms/pdf/mrp114.pdf> and an MRP Form 113, Space Requirements Questionnaire, which can be accessed on the Internet at http://www.aphis.usda.gov/wps/portal/footer/resources/forms?1dmy&urile=wcm%3apath%3a%2Faphis_content_library%2Fsa_resources%2Fsa_forms%2Fct_mr p_forms. Send MRP Form 114 through appropriate channels for signature. No action will be taken by the Real and Personal Property Branch (RPPB) until a completed MRP Form 114 is received with all required signatures and Program information.

- d. All other actions that include free space from county and/or local government, educational institutions and/or port authorities, cooperative agreements with State government, or reimbursable agreements with other Federal agencies must be negotiated through the Program. Provide RPPB with copies of the agreements for real property inventory.

6. RESPONSIBILITIES

- a. The Marketing and Regulatory Programs Business Services (MRPBS), ASD, Programs, Policy, and Systems Branch (PPSB), is responsible for real property policy and acts as a liaison to the Department on space utilization rates, facilities, electronic equipment accessibility policy for persons with disabilities, and other real property policy issues.
- b. MRPBS, ASD, FCSB, is responsible for the management of acquiring, relocating, and reducing space in the National Capital Region.
- c. MRPBS, ASD, RPPB, manages buildings and land outside the National Capital Region. RPPB negotiates, prepares, executes, and distributes all leasing and assignment documents and maintains real property records and inventories.
- d. The Requesting Program will prepare the MRP Form 114, along with all required substantiating documents set forth in this Directive and submit through appropriate channels. Union representatives must be notified, if required.
- e. The Local Program Supervisor is responsible for posting rules and regulations governing public buildings and grounds, which can be found at http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/business-services?1dmy&urile=wcm%3apath%3a%2Faphis_content_library%2Fsa_our_focus%2Fsa_business_services%2Fsa_mrpbs_divisions%2Fsa_asd%2Fsa_realty_services%2Fct_realty_main

7. INQUIRIES

- a. Direct space inquiries to MRPBS, ASD, RPPB, at 612-336-3214.
<http://www.aphis.usda.gov/mrpbs/asd/downloads/realtymap.pdf>
- b. Direct inquiries concerning policy and regulations relating to Title VII, Non-discrimination in Employment Program, to the appropriate MRP agency's Director, Civil Rights Staff.
- c. Direct inquiries concerning environmental management, security, and safety and health to the MRPBS Emergency Management Safety and Security Division (EMSSD) or the MRPBS, ASD, FCSB, as appropriate.
- d. Direct inquiries concerning Human Resources (HR) implications of establishing, expanding, closing, or relocating offices to your servicing HR specialist, Human Resources Division.
- e. For questions concerning this Directive, contact MRPBS, ASD, PPSB, at 301-851-2717.
- f. MRP directives are accessible on the Internet at:
<http://www.aphis.usda.gov/library/directives/>
- g. MRP forms are accessible on the Internet at:
http://www.aphis.usda.gov/wps/portal/aphis/resources/forms?1dmy&urile=wcm%3apath%3a/aphis_content_library/sa_resources/sa_forms/ct_mrp_forms

/s/

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