
SPACE MANAGEMENT
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SPACE MANAGEMENT
General

1. GENERAL

1.1 Purpose. The purpose of this section is to establish policies, responsibilities, and procedures for acquiring space for the Bureau of Indian Affairs in the Washington, D.C., metropolitan area, field locations and specified Area Offices.

1.2 Authority. Space management requirements are authorized by FPMR 101-17, Subchapter D - Public Buildings and Space, and by 425 DM 1 - 5, Real Property - Space Management.

1.3 Policy. It is the policy of the Bureau of Indian Affairs to control and manage acquisition and disposal of space in accordance with Federal and Departmental regulations.

1.4 Requirements. The Department of the Interior is required by General Services Administration Regulation 41 CFR 101-17.101-1 to submit Standard Form 81, Request for Space, (hereafter referred to as SF-81) - (Illustration 1), and GSA Form 1476, Space Requirements Worksheet - (Illustration 2), to the appropriate GSA Regional Office to fulfill space needs.

1.5 Acquisition of Office Space. SF-81 and GSA Form-1476 are initially prepared by the requesting Bureau or Office.

A. Division of Space Management, Office of Administrative Services (DSM-PMO) Controlled Areas. Space requests for all Secretarial and Departmental offices (nationwide) and Bureaus in the Washington metropolitan area and specified regional cities (see BIAM Supplement 5-1.6) will be submitted to PMO through the BIA Division of Property Management, for review, approval, and coordination with GSA. The Director of PMO (or designee) is the only official authorized to deal with GSA on space acquisition matters in these areas. Illustration 1 of this supplement provides a sample SF-81 and instructions for its preparation in these instances.

B. Other Areas. All Bureau requests for space outside the metropolitan areas listed in 43 BIAM Supplement 5-1.6 should be submitted directly to the appropriate GSA Regional Space Management Division. Information copies of all such space requests will be maintained by the Bureau's Division of Property Management. The Chief, Division of Property Management will assist with any space problems when requested to do so.

C. Acquisition by GSA. GSA will perform all functions of leasing building space, and land incidental thereto, for Federal agencies except when a specific delegation of authority has been granted by the Administrator of General Services. (See paragraph 1.5 E).

SPACE MANAGEMENT

General

D. Bureau Contacts with Lessors, Offerors, or Potential Offerors. At no time before or after a space request is submitted or after a lease agreement is made are Bureau personnel to make direct or indirect contact with lessors, offerors, or potential offerors, for the purpose of making oral or written representation, commitments, or agreements with respect to the terms of occupancy of space, tenant improvements, alterations and repairs or payment for overtime services unless specifically requested by GSA space management personnel. Because unauthorized contacts may compromise GSA's ability to effect lease contracts which are in the best interest of the Government, it may be necessary for GSA, when such contacts are made, to defer leasing action until its nature and impact can be determined. If, in the judgment of GSA, contacts are detrimental to the Government's interest, further leasing action will be suspended for a time to eliminate or minimize the impact. Contacts by lessors, offerors, or their agents must be referred to the space management division of the appropriate GSA Regional Office.

E. Delegations of Authority. The Administrator of General Services may delegate the leasing authority set forth in the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, to heads of other Federal agencies.

(1) In order to obtain a delegation of authority the request must be submitted in memorandum form to the Deputy Assistant Secretary - Indian Affairs (Operations), Attention: Division of Property Management. The memorandum will be reviewed, and if satisfactory, a request for delegation will be submitted from the Bureau to the Administrator of General Services.

(2) In the instance of Indian tribes, a request from the tribe for an exception from GSA leasing policies and procedures can be originated with the assistance of the local Agency and forwarded through the Area Office, Central Office, and the Department of the Interior. A copy of the request for approval of delegation for leasing authority should be filed with the GSA Regional Office having jurisdiction in the area of the proposed leasing action. GSA will then be required to negotiate the lease with the tribe.

F. Leasing of Tribally-Owned Space. Occasionally, Bureau offices are requested by Indian tribes to lease tribally-owned space to fulfill Bureau space requirements pursuant to the "Buy Indian Act", 25 U.S.C. 47. Such leases are possible only with the approval of the General Services Administration and can be accomplished either by GSA Regional Office or by Bureau Area Offices when a delegation of authority is granted. Area Offices should first pursue GSA Regional Office assistance in entering into such leases. If GSA declines to assist at the local level, then a delegation of authority should be sought by the Area Office. In the event that a delegation of authority is obtained for Area Office direct leasing of tribally-owned space, the Area Office must provide for funding for payment of the lease through normal budget procedures as such payments will not become part of the Standard Level User Charges (SLUC) process.

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General

G. New Federal Buildings. All Bureau and office requirements for space in newly constructed Federal buildings, regardless of location (city), shall be submitted to the Director of PMO, through the Chief, Division of Property Management for review, approval, and forwarding to GSA on Form GSA-144 - (Illustration 3).

H. Funds Availability. Requests for space will not be forwarded to PMO or GSA unless the availability of funds is assured in accordance with the administrative control of funds procedures required by Part 345 of the Departmental Manual - (Illustration 4).

1.6 DSM-PMO Controlled Regional Cities.

A. The GSA regional cities (and their metropolitan areas) for which all Bureau and office space requests will be submitted to PMO through the Chief, Division of Property Management, are as follows:

<u>GSA Region</u>	<u>City</u>
1	Boston, Massachusetts
2	New York, New York
3	Philadelphia, Pennsylvania
4	Atlanta, Georgia
5	Chicago, Illinois
6	Kansas City, Missouri
7	Fort Worth, Texas
8	Denver, Colorado
9	San Francisco, California
10	Auburn, Washington
11	Washington, D.C., and metropolitan area

B. In addition, all Bureau office space requests in the following metropolitan areas where there are significant Department of the Interior activities will be submitted to PMO, through the Chief, Division of Property Management, for review, approval, and coordination with GSA:

Minneapolis/St. Paul, Minnesota
Albuquerque, New Mexico
Santa Fe, New Mexico
Billings, Montana
Salt Lake City, Utah
Phoenix, Arizona
Menlo Park, California
Sacramento, California
Portland, Oregon
Seattle, Washington
Anchorage, Alaska
Fairbanks, Alaska
Juneau, Alaska

SPACE MANAGEMENT
Federal Building Fund

2. FEDERAL BUILDING FUND

2.1 Requirements. The Department is required by Public Law 92-313, Public Buildings Amendments of 1972 - (Illustration 5), to pay into the Federal Buildings Fund (FBF) for all space assigned by GSA whether leased or Federally-owned and for services incidental thereto as required by the Federal Property Management Regulations (FPMR), and as specifically outlined in 41 CFR 101.21. These payments into the FBF for space and services are defined as Standard Level User Charges (SLUC).

2.2 Procedures.

A. Quarterly Bills. Quarterly bills for SLUC are sent by GSA to the Office of the Secretary and Bureau headquarters offices. Payment of the Department's billing for space and services will be in accordance with procedures prescribed by the Treasury Fiscal Requirements Manual, Part VI, Chapter 5000 - (Illustration 6), and the method of payment is defined as Simplified Interagency Billing and Collection (SIBAC). See 41 CFR 101-21.6 for procedures on billing credits, reviews, and appeals, etc.

B. Assessments. The quarterly billing reflects changes and corrections entered into the system prior to the cut-off date and informs the Department of amounts transferred from appropriated funds to the Federal Buildings Fund. Bureaus and offices are also assessed for space within a given assignment (location). Assignments for Departmentally controlled space are determined by PMO and assessments are made by the Division of Fiscal Services, Office of the Secretary.

C. Projected Space Costs. During the second quarter of each Fiscal Year, the Bureau is required to review all space assignments and to project requirements for the next 18 months. Anticipated changes in space assignments will be submitted to the Director, Office of Administration, Attention: Chief, Division of Real Property Management in accordance with instructions, for transmittal to PMO and the GSA.

D. Annual Printout. GSA will provide the Bureau with a printout of projected space assignments and costs based on information submitted under 425 DM 2.2C. This listing will be distributed by PMO to the Bureau. It should be used in preparation of annual budget estimates.

2.3 Corrections. The Bureau is responsible for initiation of corrections to listings of Departmentally-assigned space. All changes to the listing should be made in a timely manner to eliminate erroneous charges to the Bureau.

2.4 Procedure. GSA Form 2972 (Agency Request for Adjustment to FBF SLUC Billing) - (Illustration 7), can be obtained from GSA supply sources. GSA Form 2972 should be submitted to the appropriate regional office of GSA. All

SPACE MANAGEMENT
Federal Building Fund

corrections concerning space in the Washington metropolitan area or regional cities (43 BIAM Supplement 5-1.6) should be submitted to the Chief, Division of Property Management, for forwarding to DSM-PMO for review, approval, and ultimate transmittal to GSA.

SPACE MANAGEMENT
Space Utilization

3. SPACE UTILIZATION

3.1 Requirements. The Bureau is required to assure that space is economically utilized and to furnish GSA with information about the use of space occupied. DSM-PMO must be notified on a timely basis of space in excess to the needs of the occupants (41 CFR 101-17).

3.2 Assignment of Space. Requests for space should be reviewed carefully to insure that all assignments are in conformance with GSA guidelines as stated in 41 CFR 101-17.3.

A. Work Station Allowance. The square footage allowances for general schedule personnel as shown in 41 CFR 101-17.304.1 are normally sufficient to house executive agency functions. These guidelines should be used to formulate all requests for space. Also, 41 CFR 101-17.308 should be used to formulate all requests for space to executive schedule personnel (Levels I through V). Space allocation to individuals may vary within an organization due to building structure or other organizational requirements. However, it should be within ten percent of the GSA guideline shown for that grade or level.

B. Administrative Support and Special Requirements. The Bureau should review GSA guidelines in 41 CFR 101-17.304/305/306 in determining administrative and other special requirements. Particular emphasis should be placed on requirements for automatic data processing equipment (ADPE). Organizations planning to install such equipment in office-type space should use guidelines shown in FPMR 101-17.101.5 and 101-20.116 3 and 4 in formulating their requests.

C. Departmental Guidelines. DSM-PMO has established several useful internal guidelines to assist managers in determining space requirements and assessing whether space is used efficiently.

(1) Office Space. An overall allowance of 140 to 150 square feet per person usually indicates good space utilization. However, application of GSA standards previously mentioned in 3.2 A and a layout of the space will determine the actual requirement.

(2) Administrative Support. Reception areas, conference rooms, small copying facilities, file and supply areas, normal publications and reference storage areas and mail rooms should be included within the 140 to 150 square feet per person allowance. Administrative support requirements should not exceed 10 to 15 percent of the total space assignment. Other special space requirements such as large ADP facilities and libraries, storage, warehouses, yards, labs, etc., are not considered when determining office space utilization.

SPACE MANAGEMENT
Space Utilization

(3) Private Office Assignment. Private offices should not be assigned below GS-15 unless their duties demonstrate significant supervisory responsibility and need for frequent meetings with three or more persons. A review of the position description will confirm whether assignment of a private office is justified. Supervision of clerical employees is not sufficient reason for assignment of a private office.

3.3 Open Office Planning. The open office planning concept offers a variety of plans using carpeting, draperies, acoustical screens and partitions, and other contemporary equipment. This concept provides a pleasant working environment and can promote more efficient space utilization. Open office planning should be used when the structural configuration of the space (building) will permit, and when its use will result in a more efficient and better working environment for the organization.

3.4 Utilization Surveys.

A. GSA, in cooperation with all Federal agencies, maintains an automated monitoring system to determine space assignments which are under-utilized. Space used inefficiently is surveyed by GSA, and DSM-PMO and BIA will participate in such surveys when possible.

B. DSM-PMO/BIA will conduct utilization surveys of designated Bureau office space in the Washington metropolitan area and selected field locations.

C. In addition, on an "as needed basis," an AD HOC Committee may be established by the Director of PMO to conduct utilization surveys of one or more Bureaus/Offices or to assist DSM-PMO and BIA in developing other studies and reports of an urgent nature.

SPACE MANAGMENT
Nationwide Space Assignment & Personnel Data System

4. NATIONWIDE SPACE ASSIGNMENT & PERSONNEL DATA SYSTEM

4.1 Purpose. This section establishes a comprehensive nationwide listing of all Government-owned and leased space assigned to the Department, and controlled by GSA. When fully implemented, the system will provide Department and BIA managers and others with space and personnel data in a variety of formats and will improve and expand the capability for managing and utilizing space efficiently.

4.2 Responsibility. The Space Assignment and Personnel Data System (SAPDS) will be administered and maintained by DSM-PMO. BIA will be required to submit changes, additions and deletions to PMO for review and transmittal to the servicing ADP facility for entry into the system. (A semi-annual printout reflecting revised space and personnel data will be forwarded to BIA).

4.3 Procedures.

A. Printouts provided by DSM-PMO will be reviewed by the BIA Area and Agency offices and additions, changes, and deletions made in accordance with DI Forms 1891-A - (Illustration 8), and DI Form 1891-B - (Illustration 9). Supplies of the forms can be obtained in the Storage and Shipping Section, PMO, Main Interior Building (Report Control Symbol 3-DOI-80-039).

B. One copy of all changes, additions, and deletions will be submitted to PMO by April 30 and October 31 of each year.

C. By May 31, and November 30 of each year, DSM-PMO will distribute a revised Space Assignment and Personnel Data System printout to the Bureau.

Note: Additions, changes, and deletions can be made at any time, however, the semi-annual review is mandatory.

SPACE MANAGEMENT

Accommodations for the Physically Handicapped

5. ACCOMMODATIONS FOR THE PHYSICALLY HANDICAPPED

5.1 Responsibility. The Bureau is charged with certifying that all buildings under its jurisdiction which are subject to the provisions of 41 CFR 101-19.6 are designed, constructed, or altered in accordance with the minimum standards in the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped," Number A117.1-R1971. (See IPMR Part 114-19).

5.2 Reporting. The semi-annual report required by 41 CFR 101.19.607 shall be prepared in accordance with the instructions contained in 41 CFR 101.19.607, on the reverse side of GSA Form 2974-A - (Illustration 10) and submitted to the Division of Property Management, BIA, on or before March 5, and September 5 respectively, for review and submission to the Director, Office of Acquisition and Property Management, U.S.D.I. for approval.

SPACE MANAGEMENT
Identification Signs

6. IDENTIFICATION SIGNS

6.1 Requirements. All necessary signs on office rooms of Department activities located in multiple occupancy buildings with other agencies or non-government occupants should show U.S. Department of the Interior, plus Bureau or Office name. The lettering should be of a size and kind to conform with other lettering used in the building. This regulation also applies to signs located on the outside of buildings. General Services Administration regulations set forth standards which are applicable.

6.2 Officials Named on Commemorative Plaques or Tablets. GSA regulations established the policy for the selection of officials to be named on plaques or tablets at major structures or installations constructed by the Department. Such officials may be named in recognition of their official contribution to the accomplishment of the project.

A. On any such plaques or tablets only the names of the following officials with their titles shall appear:

President of the United States

Secretary of the Interior

Administrative Head of the Bureau or other Agency (Administrator, Commissioner, Director)

Principal area administrative official of the Bureau or other Agency, if any (Regional Director or Area Director)

Principal technical official of the Bureau or other Agency or the unit thereof, sponsoring the structure or installation (Chief Engineer, Chief, Branch of Health, etc.)

Official directly in charge of construction (Project Head, Construction Engineer, Supervising Engineer, or Supervising Architect)

B. While incumbents of the positions listed above are the only officials to be named, more than one individual may be named under each position if that position was held by more than one incumbent during the period of construction or development. The names of the assistants to the positions and other subordinate officials will not be shown.

C. In addition to the officials named, the name of a sponsoring, underwriting, or contributing agency or organization may be included when its participation is such as to merit such recognition.

SPACE MANAGEMENT
Identification Signs

D. This regulation applies to tablets or plaques on which the names of persons appear. It is not intended to prohibit or interfere in any way with the placing of official signs which include government organization designations or statistical data to identify structures, projects, or installations, but on which no individuals are named. The regulation also does not restrict the naming of a structure, project, facility, or feature for a person, or the placing of suitable commemorative plaques including such names.

E. Exceptions to the provision of this regulation, such as the inclusion of other names in addition to those indicated, will be referred to DSM-PMO through the Chief, Division of Property Management, BIA, on an individual basis with the recommendation of the Head of the Bureau.

SPACE MANAGEMENT
Smoking in Public Buildings

7. SMOKING IN PUBLIC BUILDINGS

7.1 Purpose. This section establishes comprehensive guidelines for controlling smoking in facilities occupied by the Bureau of Indian Affairs, regardless of geographic location. This includes GSA-owned or leased, Department of the Interior-owned or leased, GSA delegated buildings, and Bureau owned/or leased motor vehicles. For the purpose of this section, smoking is defined as a lighted cigar, cigarette, pipe, or any other lit tobacco product.

7.2 Policy. The Bureau's policy on smoking in all Bureau controlled and occupied space is to recognize the rights of all individuals (employees and visitors) by providing smoking and no smoking areas. In multi-tenant buildings, Bureau occupants will abide by the guidelines established by the principal tenant when they are more stringent than those of the Bureau. Contracting Officers are encouraged to negotiate inclusion of the guidelines in this section into contracts or grants which include the use of Bureau owned or leased space. The Departmental Manual and applicable sections of the Federal Property Management Regulations are incorporated by reference and shall be used as basic regulations with BIAM Supplement 5 "Space Management" providing Bureau of Indian Affairs' directives for implementation and clarification.

7.3 Responsibility.

A. The cognizant Bureau and/or Office of Indian Education Programs line officer (i.e., the official in charge of each installation and/or building), is responsible for the establishment of guidelines to control smoking in buildings and facilities occupied by Bureau and/or Office of Indian Education Programs as required by 41 CFR 101-20.105-3.

(1) Central Office. The Deputies to the Assistant Secretary and the Directors, Office of Administration, Office of Data Systems, and Office of Facilities Management shall be the cognizant officials for space assigned for use by their respective organizational units.

B. Bureau and/or Office of Indian Education Programs managers and supervisors or their designees are responsible for ensuring compliance with the guidelines in this section as well as any additional Bureau/office rules and regulations deemed appropriate for specific locations and for ensuring that appropriate disposal receptacles and prominent signs are furnished within all designated smoking areas under their jurisdictions.

SPACE MANAGEMENT
Smoking in Public Buildings

C. The General Services Administration is responsible for ensuring that "No Smoking Except in Designated Areas" signs are posted on or near entrance doors of buildings under their control. Bureau and/or Office of Indian Education Programs line officers or their designees will ensure that appropriate signs are posted in Bureau-owned and leased space. 43 BIAM Supplement 5, Illustration 10 (attached), can be copied locally and used for the purposes of this requirement.

D. In recognition of the needs of smokers, smoking areas should be designated within buildings which are convenient, do not negatively impact on worker productivity, and do not impinge on the health of those who do not smoke.

7.4 Guidelines. All line officers, managers and supervisors or their designees will adhere to the following guidelines:

A. Smoking will not be permitted in the following areas:

- (1) Auditoriums
- (2) Gymnasiums
- (3) Conference Rooms and Classrooms
- (4) Elevators
- (5) Gift Shops
- (6) Libraries
- (7) Medical Facilities
- (8) Record/Storage Areas
- (9) Hazardous Areas - All areas containing flammable and/or highly combustible materials
- (9) Corridors, Lobbies and Restrooms, except as permitted under 41 CFR 101-20.105-3 (c)(2)(iv)
- (10) Stairways
- (11) Work Areas, except as permitted under 41 CFR 101-20.105-3 (c)(2)(iii)

SPACE MANAGEMENT
Smoking in Public Buildings

B. Smoking will be permitted in the following areas:

(1) Cafeterias as outlined in 41 CFR 101-20.105-3(c)(1)

C. Smoking may be permitted in other areas subject to the following:

(1) Office space.

(a) For employees desiring to have their office/room designated as a smoking area, generally such approval will be granted if all occupants of the office/room in question freely agree to have the location so designated.

(b) When office/rooms designated as smoking areas are frequented by persons who may or may not be smokers, it shall be incumbent upon resident employees to respect the rights and concerns of visitors by refraining from smoking while visitors are present, and/or offering to meet with them in an area designated as non-smoking.

(c) Other offices/rooms may be designated as smoking areas provided that the office space is configured so as to limit the involuntary exposure of nonsmokers to secondhand smoke to a minimum; i.e., the office space must be large enough and sufficiently ventilated to provide separate smoking and nonsmoking sections which protect the nonsmokers against involuntary exposure to smoke.

(2) Vehicles. Line officers indicated in 7.3.a shall make the determination concerning smoking in Bureau owned/leased vehicles used by employees under their jurisdiction in accordance with the procedures set forth in this supplement for office space.

(3) Union Consultation/Negotiations. Consultation and negotiations concerning Bureau-wide implementation of the policy and procedures contained herein have been completed with the Bureau of Indian Affairs Council of Consolidated Locals National Federation of Federal Employees (NFFE) The only matter now subject to negotiation with NFFE Locals is the designation of smoking areas, other than those where smoking is prohibited under 7.4A.

(4) Exclusive union representation other than NFFE. Bureau activities who have units of exclusive union representation other than NFFE are reminded of the need to fulfill their labor-management obligations with the applicable union representative(s) prior to implementation of this policy and procedures.

SPACE MANAGEMENT
Smoking in Public Buildings

E. Designation of Smoking Areas. Employees desiring designation of private offices or areas of open space as smoking areas shall submit a written request through their immediate supervisor to the cognizant Bureau or Office of Indian Education Programs line officer who, after consideration of the request and the guidelines set forth in this manual part and other applicable Federal regulations, may issue written approval designating the requested area as a smoking area. The immediate supervisor of the requesting employee(s) shall then post a "Designated Smoking Area" sign in a conspicuous location within the approved smoking area. (See 43 BIAM Supplement 5, Illustration 9, attached). That Illustration can be copied locally and used for the purposes of this requirement.

(1) Private waiting/reception areas. If designated as smoking areas, appropriate disposal receptacles will be provided.

(2) Waiting/Reception Areas in public space. When space allows, public areas should be divided into smoking and no smoking areas, otherwise such areas shall be designated as nonsmoking.

7.5 Identification of Smoking Areas. All smoking areas, as described in this section or designated by line officers or their designees must be appropriately identified. All other areas are considered nonsmoking.

7.6 Penalties. Violation of the directives contained in this supplement shall be handled in accordance with Departmental and Bureau guidelines governing employee disciplinary action. (See 44 BIAM Addition to FPM 735 - Employee Responsibilities and Conduct). Following are suggestions for implementing the above referenced guidelines:

A. First Offense - Employees in violation of the smoking policy should at a minimum be informally counseled.

B. Second Offense - Disciplinary action for a second offense should range from an official reprimand to a one-day suspension.

C. Third Offense - Disciplinary action for a third offense should range from a one-day suspension to a three-day suspension.

REQUEST FOR SPACE
 (See instructions on back)

1 DATE: _____

2 AGENCY REQUEST NUMBER: _____

3 SPACE REQUESTED IS FOR:
 INITIAL REQUEST SUPPLEMENTAL REQUEST REPLACEMENT OF EXISTING SPACE

4 SPACE REQUIRED AT: _____
 City & State: _____

5 TO: _____

6 FROM: _____
 Agency No. street City, State & ZIP code: _____

7 SPACE TO BE OCCUPIED BY (Bureau, Division, Branch, etc.): _____

8 OFFICE TO BE BILLED (Address only): _____
 No. street City, State & ZIP code: _____

9 OFFICE TO RECEIVE SPACE ASSIGNMENT RECORD (Address only): _____
 No. street City, State & ZIP code: _____

10 TERM OF OCCUPANCY:
 FROM: _____ TO: _____
 Mo. & Year: _____ No. & Year: _____

11 NO. YEARS FIRM LEASE: _____

11. SPACE REQUIREMENTS

LINE TYPE	CATEGORY	WORK STATION ALLOWANCE (sq)		ON BOARD PERSONNEL (b)	NUMBER OF BUREAU PERSONNEL TO BE HOUSED IN SPACE REQUESTED (c)	TOTAL SQUARE FEET (a) + (c)	FOR GSA USE ONLY (f)
		BY GRADE	BY JOB TITLE				
1	GS 1-6 Suprv. & Nonstupvr.	60					
2	GS 7	75					
3	GS 8	75					
4	GS 9	75					
5	GS 10	75					
6	GS 11	75					
7	GS 12-13	150					
8	GS 14-15	225					
9	GS 16-17	150					
10	GS 18	300					
11	Other (explain in item 14)						
12	SUBTOTAL (lines 1 through 12)						
13	General storage						
14	Inside parking (No. of spaces _____ X 300 sq. ft.)						
15	Warehouse area						
16	SUBTOTAL (lines 14 through 16)						
17	Laboratory and clinic area						
18	Food service area						
19	Structurally changed area						
20	Automatic data processing area						
21	Conference-training area						
22	Light industrial area						
23	Quarters and residential housing area						
24	SUBTOTAL (lines 18 through 24)						
25	TOTAL (lines 13, 17, and 25)						
26	Outside parking (Number of spaces _____)						
27	Open land (Acres)						

12 ARE FUNDS AVAILABLE FOR REIMBURSEMENT OF RENT AND OTHER ASSOCIATED COSTS?
 YES NO If yes, show appropriation symbol

13 EXTENDED OPERATIONAL REQUIREMENTS (See instruction 3 and explain in item 14)

14 SPECIAL REQUIREMENTS (furnish details) AND/OR REMARKS

(Continue on reverse)

15. CERTIFICATION BY AUTHORIZED REQUESTING OFFICIAL
 I certify to the validity of the data presented herein and that the space requested is necessary for the proper functioning of the above named activity. Also, that request is in compliance with FPMR 101-17.103, 101-18.107, 101-19.101.

SIGNATURE: _____ DATE: _____

TYPED NAME AND TITLE: _____ TELEPHONE NO.: _____

FOR GSA USE ONLY
 Government controlled space to be assigned
 No government controlled space available and leasing action will be required.
 16. ACTION BY AUTHORIZED GSA OFFICIAL
 SIGNATURE AND ORGANIZATION OFFICE SYMBOL: _____ DATE: _____

PBS CONTROL NUMBER: _____ REGION NO: _____ DATE REC'D: _____

INSTRUCTIONS FOR PREPARATION OF SF-81

Item No

1. Leave blank.
2. To be completed by PMO.
3. As appropriate.
4. As appropriate.
5. Appropriate GSA Region.
6. Department of the Interior
Office of Administrative Services
18th & C Streets, N.W.
Washington, D.C. 20240
7. As appropriate.
8. As appropriate.
9. Same as item 6 above.
10. Use realistic dates in terms of time required to obtain space.
(Allow at least 180 days for acquisition of leased space).
11. As appropriate. Bear in mind that space allowances listed on SF-81 are not necessarily used as the rule in assigning space to individuals, but rather as a guideline to determine the portion of space required for work stations. Space required for administrative support should also be stated.
12. Use appropriation symbol. No requests for space will be considered unless accompanied by an appropriation symbol.
13. See Item 3 of GSA's instructions on reverse side of SF-81.
14. Use this space and an attached sheet as needed to fully explain requirements.
15. To be signed by the Director of Administrative Services.
Requests must include an original and seven copies of SF-81 and original and seven copies of other attachments, including sufficient justification, and should be accompanied by a covering memorandum of transmittal signed by the Area Director.

ORGANIZATIONAL UNIT	GRADE	NAME OF EMPLOYEE and FUNCTIONAL TITLE	TYPE OF SPACE & PARTITION	SQUARE FEET REQD	BASE & CHAIR UNITS	MODULAR UNITS	EXTRA CHAIRS	FILES	TABLES T TT THE TCORP	BOOKCASE SECTIONS PC	STORAGE SECTIONS SS, ST	HAT TREE CM CUSTOMER (6 OR 12 HANDLER)	OTHER EQUIPMENT MISCELLANEOUS REQUIREMENTS PROVIDE DIMENSIONS	
														APPROVED
SPACE REQUIREMENTS WORKSHEET														
TOTAL SPACE REQUIRED													SEE OTHER SIDE FOR SYMBOLS & GENERAL INSTRUCTIONS.	

Supp. 5, Release 1, 4/5/84

REMARKS

USE THE FOLLOWING SYMBOLS TO ITEMIZE FURNITURE AND EQUIPMENT ON GSA FORM 1476. DESCRIBE OTHER REQUIREMENTS IF NOT SHOWN. * INDICATE DIMENSIONS IN PROPER COLUMN IF NON-STANDARD OR NOT SHOWN.

SYMBOLS	ILLUSTRATION	SYMBOL	DESCRIPTION	STANDARD SIZE
DESKS		D	STANDARD SIZE DESK	34x60
		CD	CONFERENCE DESK	40x78
		SPD	SINGLE PEDESTAL DESK	34x45
		TDL	TYPEWRITER DESK	
		TDR	(INDICATE LEFT OR RIGHT)	34x60
MODULAR UNITS		UDL	UNITIZED DESK WITH FIXED SIDE UNIT.	68x66
		UDR	(INDICATE LEFT OR RIGHT)	
MODULAR UNITS INDIVIDUAL		MTU	MODULAR TABLE UNIT - INDIVIDUAL	18x66
		CRDENZA	CRDENZA - INDIVIDUAL	18x66
MISCELLANEOUS TABLES		T	STANDARD SIZE TABLE	34x60
		TCONF	CONFERENCE TABLE	36x72
		TS	SMALL SIZE TABLE	24x36
		TM	MEDIUM SIZE TABLE	34x45
		TT	TELEPHONE TABLE	18x24
		TWT	TYPEWRITER TABLE	18x42
FILES		F	LETTER SIZE FILE	15x27
		LF	LEGAL SIZE FILE	18x27
		SF	SAFE FILE.	.
CHAIRS		C	ALL EXCEPT LOUNGE TYPES.	.
		LC	LOUNGE CHAIRS	.

SYMBOLS	ILLUSTRATION	SYMBOL	DESCRIPTION	STANDARD SIZE
BOOKCASE SECTIONS		BC 3	STANDARD SIZE BOOKCASE	14x34
		BC 4	(INDICATE NO. OF TIERS)	Max
STORAGE SECT. ORS		ST	STORAGE CABINET	18x36
		SS	STEEL SHELVES	15x36
		TC	TELEPHONE CABINET	18x24
MATS & CARPETS		+	HAT TREE	.
		CM	COSTUMER (INDICATE 6 OR 12 HANGER)	21x30 21x51
MISCELLANEOUS		DB	DRAWING BOARD - 5 FOOT	40x60
		DB6	DRAWING BOARD - 6 FOOT	45x72
		MC	MAP CABINET OR FLAT PLAN FILE.	42x54
		DI	DIVAN, SOFA, COUCH, LOUNGE, ETC.	.
		S	SAFE (ALSO SEE SAFE FILE)	.
OTHERS	AS RECD.	DESCRIBE OTHER FURNISHINGS OR EQUIPMENT IN NOTES	.	

SPACE SYMBOLS		UTILITY SYMBOLS	
O	OPEN AREA		DUPLEX OUTLET, 110V.
PO	PRIVATE OFFICE		TELEPHONE OUTLET
CH	CEILING-HIGH PARTITION		SPECIAL OUTLET - (INDICATE VOLTAGE OR SPECIAL REQUIREMENT)
BT	BARR-TYPE PARTITION		

GENERAL INSTRUCTIONS

FURNISH A DETAILED LISTING OF SPACE REQUIREMENTS BASED ON PROGRAM AUTHORIZED FOR CURRENT FISCAL YEAR, PLUS ANY EXPANSION OR REDUCTION WHICH HAS BEEN INCLUDED IN BUDGET REQUIREMENTS FOR THE NEXT 2 YEARS. WHERE AVAILABLE, OCCUPANCY GUIDES ARE HELPFUL IN ASSEMBLING INFORMATION. PLEASE IDENTIFY SPECIFIC NEEDS: SHOWING ORGANIZATIONAL UNIT; AREA NEEDED FOR EACH ROOM, UNIT, OR WORK STATION; AND TYPE OF SPACE AND PARTITIONING. (SEE SAMPLE BELOW.)

SHOW ALL AUTHORIZED POSITIONS, LISTING PERSONNEL BY NAME, GRADE AND SEX (F-7 FOR FEMALE, M-7 FOR MALE, ETC.), AND TITLE. IF POSITION IS VACANT, INDICATE IF IT IS AUTHORIZED IN CURRENT FISCAL YEAR CEILING OR FOR WHICH YEAR IT WILL BE BUDGETED.

LIST FURNITURE WHICH WILL BE PROVIDED FOR EACH EMPLOYEE, POSITION, OR ROOM, USING THE APPROPRIATE SYMBOLS (IF ADDITIONAL SYMBOLS ARE NECESSARY, PLEASE DESCRIBE AT BOTTOM OF SHEET). ALSO LIST ROOMS WITH NO PERSONNEL ASSIGNED, AND THE FURNITURE FOR SAME. OMIT FURNITURE WHICH IS TO BE DISPOSED OF. DIMENSIONS SHOULD BE SHOWN FOR NON-STANDARD ITEMS.

NOTE SPECIAL REQUIREMENTS IN LAST COLUMN AND DESCRIBE AT BOTTOM OF FORM. NOTE WEIGHT OF HEAVY ITEMS WHICH MIGHT AFFECT FLOOR LOADING.

SAMPLE

ORGANIZATIONAL UNIT	SEX	NAME OF EMPLOYEE AND FUNCTIONAL TITLE	TYPE OF SPACE & PARTITIONING	SQUARE FEET REQ.	DESK & CHAIR	MODULAR UNITS	STORAGE SECT. ORS	FILES	TABLES	BOOKCASE SECTIONS	STORAGE SECT. ORS	HAT TREE	OTHER (EQUIPMENT OR MISCELLANEOUS REQUIREMENTS)
ADMINISTRATIVE DIVISION	M	John Doe Division Chief	PO CH	225	CD			LC	2	T	2BC3		(1)
Secretary	F	Miss Mary Jones - Clerk-steno	O	75	TDL			CR	3	1	TT	ST	CM6
Reception Rm			O	100				3C					CH2 DI 26x72 (2)
Conference Rm			PO CH	150				6C LC		T CONF			.
OPERATIONS BRANCH	M	Jim Jones Branch Chief		150	D			2C	2	TS	3C		.
Clerk-Steno	F	Millie Miles	O	65	TDR				1				
Statistical Clerk	F	Vacant Statistical Cl.	O	75	D			C	2	T			(3) FY 1972

(1) Locate next to conference Rm, with connecting doors. (2) Separate from general office by rail.
(3) Bookkeeping Machine and Table 30x42.

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE	
NET SPACE REQUIREMENTS FOR FUTURE FEDERAL BUILDING CONSTRUCTION	
CITY AND STATE	CONTEMPLATED BUILDING TITLE

PART I NET SPACE NOW OCCUPIED

A. IN GOVERNMENT-OWNED BUILDINGS						
BUILDING NAME	(1)	(2)			(3)	
TYPE OF SPACE	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL
OFFICE						
FILE						
STORAGE						
OTHER						
TOTALS						

B. IN LEASED BUILDINGS						
BUILDING NAME	(1)	(2)			(3)	
ADDRESS						
TYPE OF SPACE	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL	AREA (SQ. FT.)	NO. OF PERSONNEL
OFFICE						
FILE						
STORAGE						
OTHER						
TOTALS						
ANNUAL RENTAL						
LEASE EXPIRES						
NOTICE TO CANCEL						
PROBABLE OCCUPANCY						

PART II NET SPACE REQUIREMENTS (Including A and B of PART I)

PROPOSED USE OF ROOMS (List according to plan arrangement and continuity desired)	NUMBER OF ROOMS	AREA OF EACH ROOM	TOTAL SPACE REQUIRED	PERSONNEL		SQ. FT. PER PERSON	THIS COLUMN FOR GSA USE
				MALE	FEMALE		
TOTALS							

DEPARTMENT OR AGENCY	BUREAU OR DIVISION
APPROVED BY <i>(Signature)</i>	TITLE
	DATE

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INSTRUCTIONS

This report is to provide information as a basis for the design of the Federal building specified on the face of this form.

Additional copies of the form, or attachments on plain paper with appropriate headings, should be used if necessary to furnish complete information. If space is not desired in the proposed building, enter a statement to that effect at the bottom of Part II of this form.

PART I

A and B: **NET SPACE NOW OCCUPIED.** Enter complete information for each kind of occupancy. Use a separate column for each building. Enter the building name in the space provided, and give the aggregate of each kind of space occupied in the building. The dimensions for computing net space are taken from the inside faces of exterior walls to the faces of corridor walls, and from center to center of cross partitions (or the faces of partitions separating net assignable areas from other areas).

PART II

NET SPACE REQUIREMENTS. The entries here should indicate the net space requirements based on staffing permitted by current appropriations or authorizations. Space allowances for additional staffing based on future programs will be allowed by GSA only if such programs have Bureau of the Budget approval. Space ultimately will be assigned in accordance with GSA Reg. 2-II, with due regard to the allowances set forth in section 502.00 of that Chapter. Agencies should be guided accordingly in stating estimated net space requirements. Exclude estimated space requirements for temporary or emergency expansion.

PROPOSED USE OF ROOMS: List the types of occupants such as "Executives", "Junior Executives", "Secretaries", and "Clerks" in the order of planning arrangement, or in the order of preferred arrangement if no plan has been made. If any of the following types of rooms or facilities are needed, give the additional information required for each:

- Conference or meeting room - Number of persons to be seated.
- Counters - Length and location.
- File Room - Number and type (letter, legal or special) of file cases.
- Laboratory - Quantity and dimensions of fixed equipment.
- Library - Number of volumes and readers.
- Service platform and yard - Number and size of vehicles and extent of shipping activities.
- Storage and supply room - Quantity and type of material stored and extent of activity.
- Vaults - Size and purpose.

A special justification is required, explaining the need in detail, for any unusual requests for space.

Complete and accurate data must be entered in Part II; the size and cost of the contemplated building will depend upon these data.

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ILLUSTRATION 4
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Financial Administration Part 345 Administrative Control of Funds

Chapter 1 Statute, Responsibility, Violations 345.1.1

.1 Purpose. The purpose of these instructions is to insure that Department of the Interior programs are executed and funds expended in accordance with the intent of Congress in granting authorizations. This Part establishes administrative control of obligations and expenditures against apportionments or reapportionments and fixes responsibility for making any obligation in excess of such apportionments and reapportionments pursuant to subsections (g) and (h) of Section 3679 of the Revised Statutes, as amended, (31 U.S.C. 665-666; 64 Stat. 767-768).

.2 Scope. The instructions in this Part apply to the head of each bureau; the Director, Office of Saline Water; and the Assistant Secretary--Management, who has this responsibility for all Secretarial offices and Departmental offices except the Office of Saline Water which is separately noted in this paragraph.

.3 Statutory Requirements. Subsections (g) and (h) of Section 3679 of the Revised Statutes, as amended, provide as follows:

"(g) * * * The officer having administrative control of any such appropriation available to the legislative branch, the judiciary, or the District of Columbia, and the head of each agency, subject to the approval of the Director, Office of Management and Budget, shall prescribe by regulation, a system of administrative control (not inconsistent with any accounting procedures prescribed by or pursuant to law) which shall be designed to (A) restrict obligations or expenditures against each appropriation to the amount of apportionments or reapportionments made for each such appropriation, and (B) enable such officer or agency head to fix responsibility for the creation of any obligation or the making of any expenditure in excess of an apportionment or reapportionment.

"(h) No officer or employee of the United States shall authorize or create any obligation or make any expenditure (A) in excess of an apportionment or reapportionment, or (B) in excess of the amount permitted by regulations prescribed pursuant to subsection (g) of this section."

.4 Responsibility.

A. The head of each bureau or office shall submit for approval of the Director, Office of Budget, his recommendations for the allotment of funds to the various budget activities or projects (if in lieu of activities) within the limitations of apportionments made by the Office of Management and Budget, which will be considered "base" allotments. The Director, Office of Budget, shall be responsible for determining that the approved base allotments are within the amounts of apportioned funds. Transfers between such base allotments may be made only with the prior approval of the Director, Office of Budget.

2/1/74 #1613
Replaces 9/15/71 #1338

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Financial Administration Part 345 Administrative Control of Funds

Chapter 1 Statute, Responsibility, Violations 345.1.4B

B. The head of each bureau or office for whom a base allotment of apportioned funds has been approved shall designate officials as appropriate to be responsible in connection with the further subdivision of such funds and the control of obligations within the amounts of such subdivisions. This responsibility shall be clearly defined, and the affected individuals shall be appropriately notified in writing of the extent of their responsibility.

C. Each bureau or office head shall insure that designated officials are charged with individual responsibility for any overobligation or any expenditure in excess of allotments or any subdivision thereof and further each of them shall insure that:

(1) Allotments or subdivisions thereof are not made in excess of the amounts of approved base allotments.

(2) Obligations are not incurred or expenditures made unless funds therefor have been allotted, suballotted (approved programs), or otherwise authorized.

(3) Obligations against allotments, or suballotments (approved programs), involving reimbursements, transfers, income, etc., are restricted so as not to exceed the amounts which will actually be realized.

(4) No obligation shall be incurred until the obligating document has been cleared with the official responsible for determining the availability of funds, unless other sound methods are in effect in the bureau or office to provide such assurance.

.5 Violations. Section 71.1 of Office of Management and Budget Circular No. A-34, July 1971, provides for the reporting to the President, through the Director of the Office of Management and Budget, and to the Congress of violations of the law (Section 3679 of the Revised Statutes, as amended) information on violations of the following character:

A. "Any case where an officer or employee of the United States has made or authorized a disbursement from or created or authorized an obligation under any appropriation or fund, including revolving funds, in excess of the amount available therein. (For expired accounts, the "amount available therein" includes amounts available for restoration to the account.)

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Financial Administration Part 345 Administrative Control of Funds

Chapter 1 Statute, Responsibility, Violations 345.1.5A (Cont.)

"Any case where an officer or employee of the United States has involved the Government in a contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless such contract or obligation is authorized by law.

"Any case where an officer or employee of the United States has accepted voluntary service for the United States or employed personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property.

"Any case where an officer or employee of the United States has authorized or created an obligation or made a disbursement in excess of an apportionment or reapportionment.

"Any case where an officer or employee of the United States has authorized or created an obligation or made a disbursement in excess of the amount permitted by the prescribed and approved administrative control system."

Real violations of the above nature which are one-half dollar or less and which are apparently absolved through rounding need not be reported.

Violations involving subapportionments relating to allocation accounts will be reported by the agency which administers the allocation account.

B. Where a violation of Section 3679 of the Revised Statutes, as amended, or of this Part, occurs, the responsible bureau or office head shall furnish immediately a report in the form of a letter to the Secretary. The opening sentences of the letter will identify it as " * * * a report on a violation of section 3679 of the Revised Statutes, as amended." The letter will set forth the following data, preferably in the sequence named:

(1) The title and symbol (including the fiscal year) of the appropriation or fund account, the amount involved for each violation, and the date on which the violation occurred.

(2) The name and position of the officer or employee responsible for the violation.

(3) All the pertinent facts of the violation, including the type of violation (e.g., overobligation of allotment, overobligation of apportionment, overexpenditure of an appropriation, etc.) the primary reason or cause, and any statement of the responsible officer or employment with respect to any circumstances which he believes to be extenuating.

2/1/74 #1613
Replaces 9/15/71 #1338
Supp. 5, Release 1, 4/5/84

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Financial Administration Part 345 Administrative Control of Funds

Chapter 1 Statute, Responsibility, Violations 345.1.5B(4)

(4) A statement of the administrative discipline imposed and any further steps taken with respect to the officer or employee, or an explanation as to why no disciplinary action is considered necessary.

(5) A statement of any additional action taken by, or at the direction of, the head of the agency, including any new safeguards provided to prevent recurrence of the same type of violation.

.6 Approval of System of Administrative Control of Funds by the Office of Management and Budget (formerly Bureau of the Budget). The system of administrative control of funds as prescribed herein was approved by the Director of the Office of Management and Budget on November 21, 1952, as required by 31 U.S.C. 665-666.

AGENCY REQUEST FOR ADJUSTMENT TO FBF SLUC BILLING
(See Instructions on reverse. Submit in duplicate.)

Page 1 of 1
FOR GSA REGIONAL
OFFICE USE ONLY
CONTROL NUMBER

SECTION I - TO BE COMPLETED BY THE CUSTOMER AGENCY

A. GENERAL INFORMATION	1. AGENCY AND BUREAU NAME		2. GSA 4-DIGIT CODE		3. SIBAC 8-DIGIT SYMBOL		
	4. ADDRESS OF ASSIGNMENT			5A. REGION	5B. CITY (ASSIGNMENT)	5C. STATE (ASSIGNMENT)	
	6. BUILDING NUMBER		7A. QUARTER OF BILLING		7B. BILL NUMBER		7C. AMOUNT OF ADJUSTMENT REQUESTED \$

8. CHECK APPROPRIATE BOX TO EXPLAIN THE CORRECTION REQUESTED

(a) SPACE CLASSIFICATION
 (b) ASSIGNED SPACE IN SQUARE FEET
 (c) AGENCY/BUREAU NAME AND/OR GSA 4-DIGIT CODE
 (d) OTHER

B. TYPE OF ADJUSTMENT REQUESTED

9A. CUSTOMER AGENCY'S NAME AND ADDRESS

9B. CUSTOMER AGENCY CONTACT *(Typed name)*

9C. CUSTOMER AGENCY CONTACT *(Signature)*

9D. TELEPHONE NUMBER

9E. DATE

SECTION II - TO BE COMPLETED BY GSA REGIONAL OFFICE AND RETURNED TO ABOVE ADDRESS

10. THE ABOVE MENTIONED ADJUSTMENT ACTIONS HAVE BEEN REVIEWED AND THE FOLLOWING ACTIONS HAVE BEEN TAKEN:
(Include effective date of adjustment)

11. THE ABOVE MENTIONED ADJUSTMENT ACTIONS HAVE BEEN REVIEWED AND NO ACTION WILL BE TAKEN FOR THE FOLLOWING REASONS:

12. OTHER ACTIONS TAKEN:

13A. CERTIFYING OFFICIAL *(Typed name)*

13B. TITLE *(Typed)*

13C. CERTIFYING OFFICIAL *(Typed name)*

13D. TELEPHONE NUMBER

13E. DATE

GENERAL INSTRUCTIONS – SECTION I

Section I of this form is to be completed by a GSA customer agency whenever it requests an adjustment of the agency's Federal Buildings Fund Standard Level User Charge (SLUC) bill, one form for each assignment in question. The customer agency should then forward two copies of the form to the appropriate GSA regional office, which will review the request for SLUC billing adjustment. The GSA regional office is responsible for completing Section II of the form and returning one copy to the originating agency.

SPECIFIC INSTRUCTIONS – SECTION I

To be completed by customer agency requesting SLUC billing adjustment. All information requested may be found in the detailed assignment portion of the customer's SLUC bill.

A. GENERAL INFORMATION

1. Enter the name of the customer agency and bureau to which the assignment is billed.
2. Enter the GSA 4-digit Agency/Bureau Code for the agency/bureau concurred.
3. Enter the 8-digit SIBAC station symbol.
4. Enter the Building Address for the assignment in question.
5. Enter the number of the GSA region, the city, and the State for the assignment in question.
6. List the building number.
7. List the FY quarter, the bill number, and the amount of adjustment requested for the assignment in question.
8. Check the appropriate boxes to indicate what adjustment action should be taken. Explain the adjustment request in more detail in the space below.

B. TYPE OF ADJUSTMENT REQUESTED

Fill in the specific amounts and classifications for the adjustment you are requesting if the entire assignment is erroneous. Please explain the problem in the explanation block provided.

9. The agency requesting the adjustment's address and person to contact in the agency in case of questions of clarification.

GENERAL INSTRUCTIONS – SECTION II

The GSA regional office will receive two copies of this form with Section I already completed by the agency requesting the adjustment. The regional office is to review the request, paying special attention to those items checked under B. TYPE OF ADJUSTMENT REQUESTED, and take any adjustment action that is necessary. Section II is then to be completed and one copy returned to the customer agency.

SPECIFIC INSTRUCTIONS – SECTION II

10. If any adjustment has been made, check the first box and explain the nature of the adjustment. Also include effective date of adjustment.
11. If any adjustment request has been denied, check the second box and explain the reasons for the denial.
12. If some other action has been taken, check the third box and explain the nature of the action taken.
13. The signature of the certifying official, the typed name and title, the telephone number, and the date are required

DEPARTMENT OF THE INTERIOR
SPACE DATA INPUT FORM - CARD _____

(See Instructions on Reverse)

1. CARD TYPE <u>A</u>									
2. ACTION:		ADD <input type="checkbox"/>		DELETE <input type="checkbox"/>		CHANGE <input type="checkbox"/>			
3. GSA BLDG. NO. <input type="text"/>					4. BUREAU CODE <input type="text"/>				
5. SEQUENCE NO. <input type="text"/>		6. GSA REGION <input type="text"/>			7. BUREAU REGION <input type="text"/>				
8. BUREAU/OFFICE		<input type="text"/>							
9. SUBUNIT		<input type="text"/>							
10. BLDG. NAME		<input type="text"/>							
11. STREET ADDRESS		<input type="text"/>							
12. CITY NAME		<input type="text"/>							
13. COUNTY NAME		<input type="text"/>							
14. STATE <input type="text"/>		15. SMSA NAME <input type="text"/>							
16. PERSONNEL DATA									
<u>No. Pers. In:</u>		<u>A. Full-Time Permanent</u>				<u>B. Other Than Full-Time Permanent</u>			
1. OFFICE SPACE		<input type="text"/>				<input type="text"/>			
2. SPECIAL SPACE		<input type="text"/>				<input type="text"/>			
3. STORAGE SPACE		<input type="text"/>				<input type="text"/>			

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INSTRUCTIONS

1. Card Type. A
2. Action Type. Check only *one*. A—Add, D—Delete, or C—Change.

Definitions.

A—Add. This action will be used to enter *all new* assignments into the system. It should *not* be used to enter additional data to the existing record. Complete Card Types A and B.

D—Delete. This action will be used to remove an *entire* assignment from the system. It should not be used to delete individual items from the existing record (assignment). Complete only Card Type A, items 2, 3, and 4. Item 5 (Sequence) must be completed if a series of records (assignments) exists for the same organization and building (location).

C—Change. This action will be used for *all* modifications to an existing record (assignment), including square footage, personnel, rates per square foot, classifications, etc. Enter changes as they are to appear. Do not enter unnecessary information. Enter *only* the item to be changed. *EXAMPLE:* If the rate per square foot has changed, the corresponding square feet assigned should not be entered, unless it has changed, too. Only the Card Type pertaining to the actual change should be completed.

3. GSA Building Number. As shown in GSA Standard Level User Charges (SLUC) billing.
4. Bureau Code. Using the 4-digit accounting code assigned by the Treasury Department (1409—Bureau of Indian Affairs, etc.), enter the last two digits which identify your organization.
5. Sequence Number. Organizations having more than one record (assignment) for the same building must use the sequence number, i.e., 01, 02, 03, as shown on the printout. If only one record exists for a building, use 01.
6. GSA Region. Use appropriate GSA Region Number.
7. Bureau Region. Must be numeric code, if appropriate.
8. Bureau Name. Limit to 5 positions. Use appropriate acronym.
9. Subunit. Use bureau or office subdivision, if appropriate.
10. Building Name. As shown in GSA SLUC billing.
11. Street Address. As shown in GSA SLUC billing.
12. City Name. As shown in GSA SLUC billing.
13. County Name. As appropriate.
14. State Code. Use appropriate state abbreviation.
15. SMSA Name. As appropriate.
16. Personnel Data. Show authorized personnel in categories of space as indicated. Utilization rate will be computed automatically.

DEPARTMENT OF THE INTERIOR
 SPACE DATA INPUT FORM - CARD _____

(See Instructions on Reverse)

1. CARD TYPE B

2. ACTION: ADD ^A DELETE ^D CHANGE ^C

3. GSA BLDG NO. 4. BUREAU CODE

5. SEQUENCE NO.

17. SLUC COST DATA - ASSIGNED AND JOINT USE SPACE

Type	Assigned Amount in S.F.	Joint Use Amount in S.F.	Rate Per S.F.
A. OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. GENERAL STORAGE	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. WAREHOUSE STORAGE	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. LAB & CLINIC	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. FOOD SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. STRUCTURALLY CHANGED	<input type="text"/>	<input type="text"/>	<input type="text"/>
G. ADP	<input type="text"/>	<input type="text"/>	<input type="text"/>
H. CONF./TRNG.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I. LIGHT INDUSTRIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
J. INSIDE PARKING	<input type="text"/>	<input type="text"/>	<input type="text"/>
K. OUTSIDE PARKING	<input type="text"/>	<input type="text"/>	<input type="text"/>
L. OPEN LAND	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Prepared by: _____

INSTRUCTIONS

1. Card Type. B
2. Action Type. Check only *one*. A—Add, D—Delete, or C—Change.

Definitions.

A—Add. This action will be used to enter *all new* assignments into the system. It should not be used to enter additional data to the existing record. Complete Card Types, A and B.

D—Delete. This action will be used to remove an *entire* assignment from the system. It should *not* be used to delete individual items from the existing record (assignment). Complete only Card Type A, items 2, 3, and 4. Item 5 (Sequence) must be completed if a series of records (assignments) exists for the same organization and building (location).

C—Change. This action will be used for *all* modifications to an existing record (assignment), including square footage, personnel, rates per square foot, classifications, etc. Enter changes as they are to appear. Do not enter unnecessary information. Enter *only* the item to be changed. *EXAMPLE:* If the rate per square foot has changed, the corresponding square feet assigned should not be entered, unless it has changed, too. Only the Card Type pertaining to the actual change should be completed.
3. GSA Building Number. As shown in GSA Standard Level User Charges (SLUC) billing.
4. Bureau Code. Using the 4-digit accounting code assigned by the Treasury Department (1409—Bureau of Indian Affairs, etc.), enter the last two digits which identify your organization.
5. Sequence Number. Organizations having more than one record (assignment) for the same building must use the sequence number, i.e., 01, 02, 03, as shown on the printout. If only one record exists for a building, use 01.
17. SLUC Cost Data—Assigned and Joint Use Space (as shown in GSA SLUC billing). Enter square feet and rate per square foot assigned in each category.

INTERAGENCY REPORT CONTROL NO. 0031-GSA-SA

FROM TO

REPORTING PERIOD

PAGE OF PAGES

NAME OF AGENCY CONTACT TELEPHONE NO.

ACCESSIBILITY TO THE PHYSICALLY HANDICAPPED IN LEASED BUILDINGS

DEPARTMENT/AGENCY/GOVERNMENT ENTITY

DOES BUILDING MEET ANSIA-117.17 (If "NO," explain in remarks) YES NO

NAME OF BUILDING

STREET ADDRESS, CITY, AND STATE

TENANT AGENCY

USAGE

SQUARE FEET

ANNUAL RENT

COST OF HANDICAPPED FACILITIES

LEASE TERM

TYPED NAME AND TITLE OF CERTIFYING OFFICIAL

SIGNATURE OF CERTIFYING OFFICIAL

DATE

1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			

I certify that all leases awarded during this reporting period are bid and that all statements concerning accessibility are true to the best of my knowledge.

(Remarks on reverse)

INSTRUCTIONS

1. Card Type. A

2. Action Type. Check only *one*. A—Add, D—Delete, or C—Change.

Definitions.

A—Add. This action will be used to enter *all new* assignments into the system. It should *not* be used to enter additional data to the existing record. Complete Card Types A and B.

D—Delete. This action will be used to remove an *entire* assignment from the system. It should not be used to delete individual items from the existing record (assignment). Complete only Card Type A, items 2, 3, and 4. Item 5 (Sequence) must be completed if a series of records (assignments) exists for the same organization and building (location).

C—Change. This action will be used for *all* modifications to an existing record (assignment), including square footage, personnel, rates per square foot, classifications, etc. Enter changes as they are to appear. Do not enter unnecessary information. Enter *only* the item to be changed. *EXAMPLE:* If the rate per square foot has changed, the corresponding square feet assigned should not be entered, unless it has changed, too. Only the Card Type pertaining to the actual change should be completed.

3. GSA Building Number. As shown in GSA Standard Level User Charges (SLUC) billing.

4. Bureau Code. Using the 4-digit accounting code assigned by the Treasury Department (1409—Bureau of Indian Affairs, etc.), enter the last two digits which identify your organization.

5. Sequence Number. Organizations having more than one record (assignment) for the same building must use the sequence number, i.e., 01, 02, 03, as shown on the printout. If only one record exists for a building, use 01.

6. GSA Region. Use appropriate GSA Region Number.

7. Bureau Region. Must be numeric code, if appropriate.

8. Bureau Name. Limit to 5 positions. Use appropriate acronym.

9. Subunit. Use bureau or office subdivision, if appropriate.

10. Building Name. As shown in GSA SLUC billing.

11. Street Address. As shown in GSA SLUC billing.

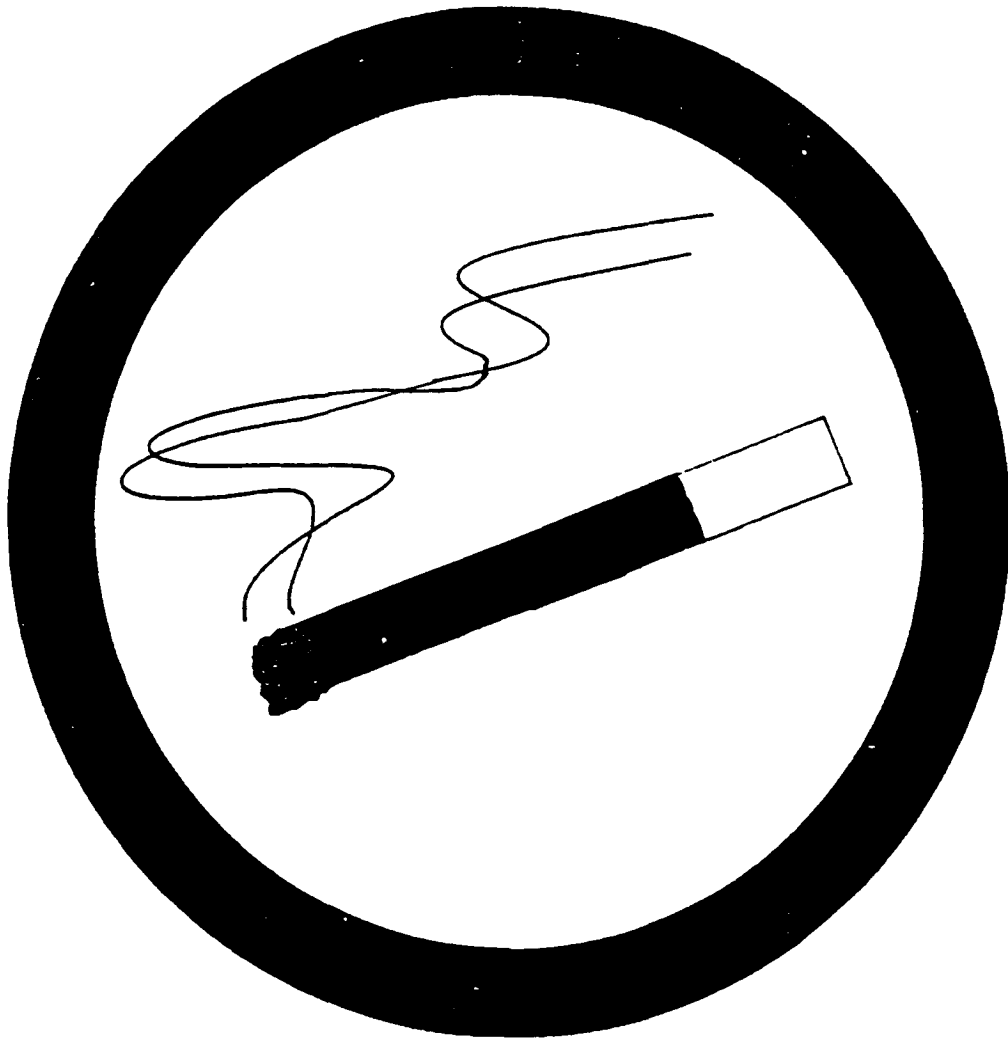
12. City Name. As shown in GSA SLUC billing.

13. County Name. As appropriate.

14. State Code. Use appropriate state abbreviation.

15. SMSA Name. As appropriate.

16. Personnel Data. Show authorized personnel in categories of space as indicated. Utilization rate will be computed automatically.



**DESIGNATED
SMOKING AREA**

NO SMOKING



**EXCEPT IN
DESIGNATED AREAS**