

Air Traffic Organization



Terminal Facilities

Administrative and Operational Space Policy

October 22, 2008

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- 1. Purpose:** The purpose of this document is to define policy for space requirements for Terminal Facility Base Buildings. All Terminal Facilities Project Planning documents shall list and depict sizes of the areas and rooms proposed to be used for a particular project. This space policy does not identify the orientation or layout of the facility or rooms, but rather complements the floor plans contained within the Terminal Facilities Standard Designs Package. The intent of the room sizes depicted here are maximum sizes. There is not any intention to indicate that smaller sizes may be used in the planning and design of Terminal Facilities. This policy allows the flexibility to determine the proper room sizes for a particular facility in coordination with the FAA Policy.

Best Value Design: The FAA ATO is tasked with the responsibility to implement "best value" solutions to serve the public using air transportation and to provide a reliable facility meeting the requirements at the lowest available life cycle cost.

- 2. Facility Space Policy:** On the floor plan drawing provided within the Project Planning Document, provide a table, with format similar to the Terminal Facilities Standard Designs Package, depicting the name and area for each room within the Base Building. The intent of this policy is to follow, as closely as possible, the requirements of the Acquisition Management System (AMS) Real Estate Guidance (2/2007) Paragraph 2.4.1-Appendix A: Administrative Space Guidance. This document is incorporated, by reference, in its entirety as Appendix A to this policy document. The Terminal Facilities Standard Designs Package have been developed and will be maintained with strict adherence to the Utilization Space Standard Policy within Paragraph IV of Appendix A. If required, deviation requests shall be submitted in accordance with Paragraph V of Appendix A.

Future Expansion: Space shall be provided for expansion, based on the requirements document, for the critical areas of the Base Building. These rooms include the Electronic Equipment Rooms, the TRACON Operations Room, and the Telco Room. Other areas, such as the general administrative areas, mechanical room, and various electrical rooms, etc..., are not subject to expansion requirement. The goal of the expansion are policy is to save as much space possible, while addressing the potential future operational needs of the facility.

Space Acquisition Order: FAA Order 4420.4 (1983), Space Acquisition, has been superseded by the AMS Real Estate Guidance, Appendix A.

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However, this order shall be used to provide general information and recommendations for the sizing of individual rooms within various Terminal Facility Base Buildings. Table 1 and Table 2, noted below in paragraphs 4.1 and 4.2, are examples of adaptations from FAA Order 4420.4.

Terminal Facility Space Planning Order: FAA Order 6480.17 (1985), Appendix 4, Terminal Facility Space Planning has been effectively superseded with the adoption of the Terminal Facilities Standard Designs Package. The various Standard ATCT's and Base Buildings depicted within this Order have become obsolete with the adoption of new building codes, enhanced operational equipment, and greater staffing requirements related to the increase in air traffic over the last 20+ years.

- 3. Staffing:** The staffing numbers shall be as noted within the Requirements Document as signed by the Directors. Staffing changes shall not be permitted except by the waiver for a deviation. Typically, this request will require a change to the Requirements Document and will require the Director's approval prior to implementation of the requirement change.

Administrative Area: The requirement within the AMS Real Estate Guidance states that there shall be a maximum of 152.5 square feet per person occupying open or closed office work areas based on the single largest 8-hour shift. This space is to include all of the following areas:

- Open and Closed Offices for Administrative Personnel
- Reception and Waiting Areas
- Meeting Areas
- File/Copy Areas
- Central (Administrative) Storage Areas
- Processing Areas
- Administrative Conference Rooms
- Administrative Library and Reference Areas
- Aisles and Corridors (as associated with these specific areas)

All other administrative areas within a typical Terminal Facility, including areas such as the breakroom, kitchen, CBI training room, restrooms, lockers, etc..., are classified as "Special Space" in Section VI, Paragraph A, of the AMS Real Estate Guidance and are exempt from this area calculation. Space requirements for these areas shall be based on validated staffing requirements and shall closely align with the Terminal Facilities Standard Designs Package.

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Shared Space: All general administrative areas shall be constructed as "Shared Space" to the maximum extent feasible. This requirement includes areas such as administrative storage rooms, file areas, copy areas, conference rooms, breakrooms, restrooms, locker areas, CBI Rooms, and technical libraries. Space requirements for these areas shall be based on validated staffing requirements and shall closely align with the Terminal Facilities Standard Designs Package.

The sizes of the conference room(s), breakroom, and CBI room, for buildings that are outside of the Standard Design floor plans, will be determined based on the specific number of personnel assigned to the facility.

- 4. Administrative Area Room Sizes:** The following tables provide guidance for sizing specific administrative areas within a typical Terminal Base Building Facility. Note that not all of these rooms will be found in all Terminal Facilities. Personnel assignments to a specific facility will be noted within the Requirements Document as described in Paragraph 3.

Air Traffic Administrative Areas: The following table denotes the size ranges for various offices located as part of the Air Traffic administrative areas:

Designation	Low Activity (Level 6 and Below)	Intermediate Activity (Level 7 to 9)	Major Activity (Level 10 and Above)
AT District Manager			180 sq. ft.
AT Manager	144 sq. ft.	144 sq. ft.	180 sq. ft.
Staff Manager		96 sq. ft.	120 sq. ft.
Operational Manager		96 sq. ft.	120 sq. ft.
Operational Supervisor		80 sq. ft.	80 sq. ft.
Traffic Management Officer			120 sq. ft.
Traffic Management Coordinator		80 sq. ft.	80 sq. ft.
Staff Specialist and Support		See Chart Below	See Chart Below
Secretary Clerical	96 sq. ft.	96 sq. ft.	96 sq. ft.
Support Manager	80 sq. ft.	120 sq. ft.	120 sq. ft.
Administrative Officer	80 sq. ft.	120 sq. ft.	120 sq. ft.
Other AT & IT Personnel	80 sq. ft.	80 sq. ft.	80 sq. ft.

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Contractors (WCG, etc...)	64 sq. ft.	64 sq. ft.	75 sq. ft.
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Staff Specialist Space: The unique characteristics of the operational requirements of staff specialists dictate that specific space must be appropriated based on the function for each position. The following table shall be used for determination of the Staff Specialist Space requirements:

Designation	(Level 7 to 9)	(Level 10 and Above)	Auxiliary Space
Quality Assurance Specialist	64 sq. ft.	64 sq. ft.	120 sq. ft. ⁽¹⁾
Airspace & Procedures Specialist	96 sq. ft.	96 sq. ft.	100 sq. ft. ⁽²⁾
Training Specialists	96/64 sq. ft. ⁽³⁾	96 sq. ft.	300 sq. ft. ⁽⁴⁾
Automation Specialist	96 sq. ft.	96 sq. ft.	
	⁽¹⁾ Designated for tape playback & monitoring equipment		
	⁽²⁾ Designated for plotter/printer and large charts storage		
	⁽³⁾ First Specialist at 96 sq. ft., Additional at 64 sq. ft. each		
	⁽⁴⁾ Designated for Testing Room and Quiet Study Area		

Technical Operations Administrative Areas: The following table denotes the size ranges for various offices located as part of the Technical Operations Administrative areas:

Designation	(Level 6 and Below)	(Level 7 to 9)	(Level 10 and Above)
Tech Ops District Manager		180 sq. ft.	180 sq. ft.
Tech Ops GNAS Facility Manager		144 sq. ft.	144 sq. ft.
Tech Ops SSC Manager	120 sq. ft./144 sq. ft. ⁽²⁾	120 sq. ft./144 sq. ft. ⁽²⁾	120 sq. ft./144 sq. ft. ⁽²⁾
Tech Ops SSC Coordinator	96 sq. ft.	96 sq. ft.	96 sq. ft.
System Specialist	80 sq. ft.	80 sq. ft.	80 sq. ft.
Administrative Support	96 sq. ft.	96 sq. ft.	96 sq. ft.
Technical Duty Stations (ATSS)	75 sq. ft. ⁽¹⁾	75 sq. ft. ⁽¹⁾	75 sq. ft. ⁽¹⁾
	⁽¹⁾ One duty station per two (2) technicians assigned to the facility		
	⁽²⁾ 120 sq. ft. for functional facility where District Manager or GNAS Manager is present		

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Technical Operations Work Areas: The following table denotes the size ranges for various types of rooms and spaces associated with Technical Operations work areas, and must be justified and approved per the Requirements Document:

Level 5/6				
<u>Designation</u>	<u>Unmanned</u>	<u>Work Center</u>	<u>One SSC</u>	<u>Two SSC</u>
Tech Library		50 sq. ft.	100 sq. ft.	150 sq. ft.
Tech Storage / Work Space	50 sq. ft.	100 sq. ft.	150 sq. ft.	200 sq. ft.
Env. Shop	100 sq. ft.	200 sq. ft.	300 sq. ft.	300 sq. ft.
Secured Space	100 sq. ft.			

Level 7/8				
<u>Designation</u>	<u>Unmanned</u>	<u>Work Center</u>	<u>One SSC</u>	<u>Two SSC</u>
Tech Library		50 sq. ft.	100 sq. ft.	150 sq. ft.
Tech Storage / Work Space	50 sq. ft.	100 sq. ft.	150 sq. ft.	250 sq. ft.
Env. Shop	100 sq. ft.	200 sq. ft.	300 sq. ft.	400 sq. ft.
Secured Space	100 sq. ft.			

Level 9/10		
<u>Designation</u>	<u>One SSC</u>	<u>Two SSC</u>
Tech Library	100 sq. ft.	150 sq. ft.
Tech Storage / Work Space	200 sq. ft.	400 sq. ft.
Storage	400 sq. ft.	800 sq. ft.
Env. Shop	300 sq. ft.	400 sq. ft.
Logistics Area	100 sq. ft.	100 sq. ft.

Level 11/12		
<u>Designation</u>	<u>One SSC</u>	<u>Two SSC</u>
Tech Library	100 sq. ft.	200 sq. ft.
Tech Storage / Work Space	300 sq. ft.	400 sq. ft.
Storage	400 sq. ft.	800 sq. ft.
Env. Shop	400 sq. ft.	400 sq. ft.
Logistics Area	100 sq. ft.	100 sq. ft.

- 5. Revisions to Terminal Facilities Standard Design Floor Plans:** For floor plans based on modified versions of the Terminal Facilities Standard Design Floor Plans, a reasonable amount of adjustment of individual room square footage is allowed, to provide proper flow and shape of the Base Building.
- 6. Design Submittals:** All design submittals shall be made in accordance with the ATO-T Program Ops Facilities Design Review Procedures.

Appendix A:

2.4.1 Appendix A: Administrative Space Guidance

I. General:

The following guidance presents the space standard for all administrative space in FAA owned, leased and GSA controlled facilities. The following guidance is designed to promote the efficient utilization of FAA administrative office space. This guidance has been developed to help FAA LOB and Staff Offices (SO) effectively plan and manage FAA's real property use and cost. Since there are many variables associated with space, e.g. configuration of existing space, funding limitations, available furniture, etc., it makes it impossible to establish rigid space standards. Therefore the administrative space standard establishes a baseline for all FAA LOB and SO (referred to as the "originating office" in this document) to use in order to determine and evaluate individual administrative office needs. This space standard should be adhered to and deviated from only in those instances when documentation supports such deviation. This administrative space standard applies to all authorized personnel (i.e. permanent, temporary, part-time, seasonal employees and approved FAA contractors).

II. APPLICABILITY:

This standard is applicable to all FAA owned, FAA leased and GSA controlled administrative space except for those facilities defined in Section VI, Exemptions to the Administrative Space Standard below. Existing space will be subject to the space standard when an originating office alters/reconfigures or acquires additional or new space or occupies GSA controlled space (see section IX, GSA Controlled Space).

III. DEFINITIONS:

Below are definitions for commonly used terms in this guidance.

- 1. Administrative Primary Office Space** - Primary Office Space is the personnel-occupied area in which an activity's normal operational functions are performed. Space is allocated based on the total number of authorized personnel (permanent, temporary, part-time, seasonal employees and approved FAA contractors) occupying open or closed office work areas.
- 2. Administrative Support Space** - All secondary/shared workstations, extraordinary circulation space, and space for those specific mission needs

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outside the agency's requirements for housing personnel. This includes space for mission needs such as reception/waiting areas, meeting areas, file areas, central storage areas, processing areas, and, conference rooms not having special buildout, library and reference areas.

3. **Acquiring Organization** - The regional real estate section in Logistics or the space management organization in the centers is the main point of contact for space requests.
4. **Common Use Space** – Space used by multiple FAA organizations and available for use by all FAA personnel. Space such as conference rooms (not associated with a single FAA organization), general reception areas, loading docks and shipping and receiving platforms, etc.
5. **Hotelling** - Employees reserve workspace in advance at the corporate office where there are fewer workspaces than staff (the ratio of staff to offices can be anywhere from 2:1 to 10:1 or higher).
6. **Joint Use Space** - Space that benefits all of the building tenants such as cafeterias, conference rooms (those not under FAA control), credit unions, snack bars, health/fitness facilities, and child care centers.
7. **Occupiable Square feet** - The method of measurement for the office area where FAA occupies a facility.

It is determined as follows:

- If the space is on a single tenancy floor, compute the inside gross area by measuring between the inside finish of permanent exterior building walls or from the face of convectors (pipes or other wall-hung fixtures) if the convector occupies at least 50 percent of the length of exterior walls.
- If the space is on a multiple tenancy floor, measure from the exterior building walls as above and to the room side finish of fixed corridor and shaft walls or the center of tenant-separating partitions.

In either case, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including these enclosing walls:

- a. Toilets and lounges
- b. Stairwells
- c. Elevators and escalator shafts

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- d. Building equipment and service areas
- e. Entrance and elevator lobbies
- f. Stacks and shafts and
- g. Corridors in place or required by local codes and ordinances.

8. **Office Space** - Space which provides an environment suitable for an office operation. There are two categories of office space: primary office space and support space (see definitions for Administrative Primary Office Space and Administrative Support Space for further details). Typical office standard space is constructed with the following finishes: carpet, lights, ceiling, HVAC and painted finished walls.

9. **Operating (Technical) Space** - Operating (technical) space is defined as space required to house the installation or operation of air traffic control and/or air navigation equipment, research and development laboratories and other project-related spaces.

10. **Originating Office** - This may be either the using office or an office in the organizational or supervisory line with responsibility for obtaining space for the using office. This office develops space requirements and prepares a request for the space with sufficient information for development and validation of the requirements.

11. **Non-Office Personnel** - Personnel assigned to operational or other space should not count towards the administrative space utilization standard.

12. **Personnel** - means the peak number of persons to be housed by a LOB/SO during a single 8-hour shift, regardless of how many workstations is provided for them. In addition to permanent employees of the agency, personnel include temporary, part-time, seasonal, and approved contractual employees and budgeted vacancies. Regional or Field offices should also include detailees from other Regions, Headquarters and/or non-DOT agencies. Headquarter offices should include detailees from the Regions and/or non-DOT agencies but not from other Headquarter offices. Employees of other LOB/SO who are housed in the space (i.e. Integrated Product Teams, etc.) are also included in the personnel total.

13. **Special Space** - Special space means unique architectural/construction features, requiring the installation of special equipment or requires additional monies above the standard office space to construct, maintain and/or operate as compared to office and storage space.

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14. **Storage Space** - Space that is not constructed to office type standards and is only suitable for storage purposes. Space generally consisting of concrete, woodblock, or unfinished floors, bare block or brick interior walls; unfinished ceiling; and similar construction containing minimal lighting and heating. Supply rooms, storerooms, file rooms and warehouse areas that are not finished to office standards are classified as storage space.

15. **Telecommuting** - (Work-at-home) Home-based workers who bring work to their home, eliminating the need to commute to the work site.

16. **Telecommuting Centers** - (Satellite Office) Alternative work site located closer to employees' homes that provide all office services. May be used on a full-time or part-time basis by those who want to shorten their commute but can not work from home, or by telecommuters as a support site for copying, faxing, etc.

17. **Types of Space** - There are three (3) types of space occupied by FAA: 1) FAA owned, 2) FAA leased, and 3) GSA controlled space.

IV. UTILIZATION SPACE STANDARD:

The average utilization rate for all administrative space occupied by FAA LOB and SO will be 152.5 occupiable square feet per person (osf). A person is the following type of employees: permanent, temporary, part-time, seasonal employees and approved FAA contractors. Any exemptions to this administrative space standard are defined in Section VI, Exemptions to the Administrative Space Standard below. The 152.5 is an average per person, however the square footage for any specific individual may vary up or down from the average.

The administrative space standard is a calculation involving the number of personnel, the circulation factor, and the following types of space: all office areas (closed or open), shared workstations, originating office conference rooms, reception/waiting areas, meeting areas, file areas, central storage areas, processing areas, and library and reference areas. Below is the method to calculate the utilization rate for originating office requirements.

1. Administrative Office Space Utilization Rate: The average Administrative Office Space utilization should not exceed 125 square feet per person. The 125 square feet per person is the utilization rate for the primary office area. Administrative Office space is all office areas where normal operational functions are performed by personnel (see Section II, administrative primary office space definition). This square footage standard stands regardless of the types of

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furniture options (freestanding, modular or systems). Circulation allowances are included in this number.

2. Administrative Support Space Percentage: The support space should not exceed 22 percent of the primary office space. Allowances may be made for those unique functions that require additional support space above the primary support factor of 22 percent. Administrative Support Space should accommodate the following areas: reception/waiting areas, meeting areas, file areas, central storage areas, processing areas, mail areas, work areas, conference rooms not having special buildout, library and reference areas and aisles and corridors.

3. Total Utilization Rate Formula: The calculation formula for the average amount of administrative office and support space per person is as follows: 125 sq. ft. + (125 sq. ft. X 22%) = an average of 152.5 osf per person

V. DEVIATIONS TO THE ADMINISTRATIVE SPACE STANDARD OF 152.5 SQUARE FEET

The originating office must submit a written justification with the requirements package for any increase in space above the 152.5 square foot average per person standard to the approving official at the LOB/SO headquarters office. This written justification must be based upon mission or unique requirements such as limited space due to building configuration. The approving headquarters official must also certify funding availability. See Section VIII for additional details on funding. The originating office must send the approved waiver with requirements package to the RECO or to the Mike Monroney Aeronautical Center (MMAC) Space Manager, AMP-400. The RECO or the space manager should acknowledge the approved waiver and acquire the additional space, if available.

VI. EXEMPTIONS TO THE ADMINISTRATIVE SPACE STANDARD:

Below is a list of examples of exempted space types from the administrative space standard. If an originating office's requirements do not fit any of the exemptions below, the RECO will make a determination on a case-by-case basis.

A. Special Space - Space with unique architectural/construction features, requiring the installation of special equipment or requires additional sums to construct, maintain and/or operate as compared to standard office and storage space. Special space provides space for an originating office to perform special or unique functions such as an engineer requiring a drafting desk, which is larger than a typical workstation.

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Examples of special space:

1. Food Service Areas: Cafeterias, Snack Bars, Mechanical Vending Areas, and Private Kitchens.
2. Laboratories
3. Libraries with special stacks (shelving) requiring load-bearing floors (normal floor loading is 80 live load and 20 dead load).
4. High-density filing areas
5. Auditoriums
6. Training classrooms
7. Automatic Data Processing Rooms - areas having special features such as humidity and/or temperature control, raised flooring, and ceiling heights exceeding office standards, and extensive power requirements.
8. Computer rooms, telecommunication rooms with special environmental requirements
9. Computer Tape Vaults
10. Conference Rooms with special equipment and/or HVAC
11. Sensitive Compartmentalized Information Facility (SCIF) area
12. Hot Copy Rooms
13. Operating (Technical) space - see section C.
14. Shop type space
15. Light-Industrial type space

B. Storage Space - Storage space is not constructed to office type standards and is only suitable for storage purposes. Space generally consisting of concrete, woodblock, or unfinished floors, bare block or brick interior walls; unfinished ceiling; and similar construction containing minimal lighting and heating including: supply rooms, storerooms, and file rooms that are not finished to office standards. Storage space is typically located in the basement or garage of a building.

C. Operating (Technical) Space - space required to house the installation or operation of air traffic control and/or air navigation equipment,

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research and development laboratories and other project-related spaces. Operating (Technical) space tends to be the dominant space in a facility whereas administrative is space supporting the operating function. Any administrative space requirements within operating space are subject to the 152.5 sq. ft. baseline.

D. Small, stand-alone operating field offices (i.e. Airport Field Office) that have eight or fewer total personnel should be housed as efficiently as possible.

E. The shape and design (configuration) of a building and its impact on space utilization may be considered an exemption. Although the originating office should submit to the RECO for review documentation to support this factor as an exemption.

VII. PLANNING AND DEVELOPING ADMINISTRATIVE SPACE REQUIREMENTS

Prior to acquiring or constructing space, the originating office should submit their requirements to the acquiring organization, the RECO, in order to determine their actual space needs. Requirements received from the originating office may be general or specific in nature. If the originating office chooses to submit specific requirements, they may choose the option to fill out the Space Requirements Questionnaire (see Space Forms, 14) or any other space-planning checklist. When planning and developing their administrative space requirements, the originating office should use the administrative space standard as a baseline. Originating office should also remember that when developing requirements, the space measurement used is occupiable square footage. For more information on "occupiable square feet" see definitions section III.

Determine if vacant space is available at other FAA-owned or leased facilities for these administrative space needs. If the administrative space requires the construction of a new facility, first determine if FAA-owned property is available to build this facility on. The order of priority is to occupy existing a.) FAA-owned space b.) FAA-leased space c.) GSA controlled space prior to acquiring commercial or privately owned space. Provide ample notification to the RECO or FAA Space Management organization during the planning process to assure availability of space when it is needed.

The RECO can provide assistance to the originating office with filling out the questionnaire. If FAA or GSA space is not available, or special program needs dictate otherwise, then commercial or privately owned space may be acquired. It should be further noted that space requirements development (through the appropriate local space management organization) is one of the initial steps to begin the acquisition space process. Once an originating office submits their

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requirements, the RECO can proceed with rest of the acquisition steps listed below. All the steps listed below are coordinated by the RECO with the originating office. For example the RECO sets up and attends all market surveys. Once the acquisition process is over the RECO is authorized to commit the government to using space.

Below are list of the steps for the acquisition space process.

1. Requirements and Planning
2. Advertising
3. Procurement Method
4. Market Survey
5. Request for Offers
6. Negotiations
7. Evaluation of Offers
8. Award

The above acquisition process varies slightly for space requirements under 10,000 square feet. For further information on the space acquisition process please see Space Guidance above.

Questions to ask prior to planning and developing requirements:

When an originating office is developing their requirements for administrative space, they should keep the following questions in mind. They may also work with the RECO in answering the questions together.

- Can a variation from the space standard be justified on the basis of mission or unique requirements?
- Is the planned assignment based on an open floor plan with systems furniture, with one workstation per person?
- Can adjustments be made for workstation sharing, telecommuting, hotelling, working in shifts, etc.?
- How much of existing space buildout can be used? How much space planning will be required?

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- Will the building design and shape have an impact on the administrative support space percentage?

Space Requirement Questionnaire:

After the originating office has considered the above questions, they have the option of filling out "[Space Requirement Questionnaire](#)" or any other space-planning checklist. The RECO can assist the originating office with completing the Questionnaire. By completing the attached Questionnaire, the originating office can identify their specific requirements to support and justify their space needs. Once the originating office finishes the questionnaire, it should be forwarded to the acquiring organization for assistance in determining their final requirement.

VIII. BUDGET PLANNING FOR ADMINISTRATIVE SPACE REQUIREMENTS:

When planning for space requirements an originating office should always consider the full economic cost of real property. All FAA organizations need to remember the importance of budget planning for real estate costs when beginning their initial planning of a space requirement(s). For all FAA owned and leased space, the originating office should prepare a line item budget for all employee space needs. All FAA organizations must be familiar with the budgetary impacts of long leases and plan accordingly if they contemplate leases for space that may exceed 5 years in duration. See OMB Circular A-11, Appendix B, "Budgetary Treatment of Lease Purchases and Leases of Capital Assets" for further information. ASU-400 prepares all GSA occupied space budget line items.

Furthermore, the originating office should consider preparing a budget line item for furniture (workstation) replacement every eight (8) years. The budget planning for space requirements by the originating office should also consider the periodic program modifications that would result in workspace expansion or alterations.

Suggestions to LOB/SO are to consider saving money.

- If an organization's current or future year budget proposes new programs or initiatives, include the real property implication of the programs. The organization should include funding projections for associated real property costs as well as the cost of the programs.
- Organizations should budget for space requirements in two phases. First, the organization should request a line item in their budget for their initial

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space request. Second, as the organization has defined their requirements, selected a site and received an estimated cost for buildout above the base lease, the organization should budget for a total lump sum amount instead of amortizing the entire design and construction cost.

- Organizations should perform a cost analysis to determine if it is more economical to construct a new facility rather than leasing.

IX - GSA CONTROLLED SPACE CLARIFICATION

Headquarters (ASU-400) must approve all GSA controlled space requests prior to the acquiring organization (i.e. AXX-50) taking action on the request. LOBs/SOs must fund any new requests for space not previously identified in the GSA rent budget submission. LOBs/SOs must submit written mission related justification for any additional space requirements in excess of the 152.5 square feet baseline. If the request for additional space is approved, the LOB/SO must pay for the additional rental cost over the 152.5 square feet baseline. Depending on the operations budget in any given fiscal year, LOBs/SOs may be charged for existing space that is occupied over the 152.5 square feet baseline. This means that if a LOB/SO currently has a utilization rate of 170 square feet per person, the LOB/SO will have to supplement the GSA rent for 17.5 square feet per person that they are over the 152.5 square feet baseline

Below are the rent supplementation procedures for GSA controlled space:

SUPPLEMENTATION PROCESS

COVERED UNDER THE GSA

RENT PROGRAM

The supplementation process outlined below is applicable to both regions and headquarters. The utilization rate of 152.5 square feet per person standard applies to both federal and approved FAA contract personnel housed in GSA controlled space. In addition, when a LOB or SO current utilization and future needs are being assessed, the Logistics Divisions in the regions and the Facilities Management Division at Headquarters will evaluate a their total square foot usage, including that occupied by its contractors. Base fund transfers will be the mechanism utilized to effect changes in rent fund allocations. This method allows all funding to remain under one accounting classification.

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Prior to the supplementation process the region should complete the following:

- Upon receiving a request for additional space from a LOB/SO, the region will evaluate the existing space of the LOB/SO. If the LOB/SO utilization rate for that location exceeds the 152.5 sq. ft. criteria, the feasibility of satisfying the requirement in the existing space should be determined.
- If the requirement can not be satisfied within the existing LOB/SO space, the region will determine if the request can be satisfied in other existing space (FAA owned or FAA leased, or other GSA assigned space)
- If the requirement can only be satisfied with additional space, the LOB/SO may pursue supplementation.

Supplemental Procedures:

- 1) Prepare a memorandum to the Manager of the Facilities Management Division, ASU-400 outlining the transfer of operational funds from the requesting office to the GSA rent account to cover GSA rent charges. NOTE: The transfer of F&E funding is not a viable option because GSA Rent is funded through operational dollars.
- 2) The memo will include justification for the additional space, location, and terms of the agreement, requesting office, square footage, and the annualized rental amount. For your convenience, attached is a sample memorandum.
- 3) The transfer of operational funds memorandum will have to be processed starting each fiscal year for the duration of the requirement. If the commencement date starts during the fiscal year, the date should agree with the month and day. Supplementation will be effective based on the month and day the space is occupied.
- 4) In the last year of the lease, transfer of the operational funds memorandum will only cover the months that organization will occupy the space.

Short-Term GSA Space (requirements one year or less)

- Headquarters Requests. The memorandum transferring funds will then be forwarded to the Manager of the Accounting Operations Division, AFM-200, to obligate the operational funds.
- Regional Requests. The requesting organization will prepare the memorandum and forward to their Logistics Office. The Realty specialist will evaluate the request and provide ASU-400 with the appropriate

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accounting code and copy of the memorandum. After review, ASU-400 will forward to AFM-200 to obligate the funds. The memorandum should be prepared two weeks prior to obligation.

Long-Term GSA Space (requirements one year or more)

- **ASU-400 will forward the headquarters and/or regional memorandum/request to** ABU-200 with a courtesy copy sent to AFM-200.
- ABU-200 will request LOB's Headquarters to approve the request to transfer the funding.
- Upon authorization from the Headquarters level, ABU-200 will prepare an allowance document to transfer the funds from the requesting organization's budget baseline and increase ASU-400 GSA Rent baseline. The memorandum should be prepared four weeks prior to obligation.

X. Frequently Ask Questions (FAQ)

Q: How do I determine the administrative space standard for my organization?

A: The standard is the same for all FAA administrative space, 152.5 square feet per person.

Q: What if my organization does not fit one of the examples of exemptions? What do I do and whom do I speak with?

A: If you are unsure if the type of space your organization occupies is exempted from the administrative space standard, you need to contact your region/center RECO (AXX-50's, AMP-1).

Q: Who decides if my space meets the exemptions or not?

A: The RECO will determine if your space is exempted from the standard.

Q: What if my organization needs help to fill out the "Space Requirement Questionnaire"?

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A: If you need help filling out the Space Requirement Questionnaire, you can contact your region/center RECO. The RECO will help you fill out the form.