



INSPECTOR GENERAL
DEPARTMENT OF DEFENSE
400 ARMY NAVY DRIVE
ARLINGTON, VIRGINIA 22202-4704

October 2, 2009

INSPECTOR GENERAL INSTRUCTION 5305.1

SPACE MANAGEMENT POLICY AND PROCEDURES

FOREWORD

This Instruction establishes Space Management responsibilities, policies, and procedures for the Department of Defense Office of Inspector General.

The office of primary responsibility for this Instruction is the Administration and Logistics Services Directorate. The Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "SD Wilson".

Stephen D. Wilson
Assistant Inspector General
for Administration and Management

5 Appendices

SPACE MANAGEMENT POLICY AND PROCEDURES

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CHAPTER 1 GENERAL

A. Purpose. This Instruction establishes Space Management responsibilities, policies, and procedures for the Department of Defense Office of Inspector General (DoD OIG).

B. Applicability. This Instruction applies to the Office of Inspector General and the Department of Defense Inspector General Components, hereafter referred to collectively as the OIG Components.

C. Cancellation. This Instruction supersedes IGDINST 5305.1, Space Management Policy and Procedures, November 13, 2001.

D. References. See Appendix A.

E. Definitions. See Appendix B.

F. Acronyms. See Appendix C.

G. Policy

1. It is OIG policy to provide space accommodations within the guidelines and standards prescribed in this Instruction and in accordance with (IAW) references (a) through (o). Space requirements shall be fully justified and accomplished in the best interest of the Government. It is OIG policy to foster an effective space utilization program to obtain maximum efficiency and economy in the use of existing space. Space requirements will be satisfied by DoD space when acquired at no cost, Federal office buildings, or space currently under lease to the Government, before acquiring new commercially leased space. Employees shall be provided a safe, clean, adequately furnished work environment. Space allocation is based on grade and/or position. Assigned space shall be consistent with operational requirements and OIG Space Allocation Standards and Requirements in Appendix D. More restrictive space allocations may be imposed, as necessary, in an effort to promote and enforce efficient use of space to accomplish the OIG mission. Further, office space shall be used solely for the purpose of performing OIG mission related work.

2. The Assistant Inspector General for Administration and Management (AIG-A&M) has sole responsibility for space management within the OIG. As such, all space requirements and planning efforts shall be compiled, coordinated, implemented, monitored, and managed by the Administration and Logistics Services Directorate (ALSD).

H. Responsibilities

1. The **Inspector General** shall approve or disapprove in writing all Component Head requests for establishing new office spaces and designate the AIG-A&M as the official responsible for administering space management for the OIG.

2. The **Office of General Counsel** shall provide legal advice as necessary.
3. The **AIG-A&M** shall:
 - a. Be responsible for overall management and administration of space management for the OIG.
 - b. Ensure policies and procedures are established for space management to include acquisition, assignment, design, construction, and allocation and effective use of space.
 - c. Be responsible for advising and keeping the Inspector General informed of space matters that affect the occupancy of the assigned space for the OIG.
4. The **Director, ALSD** shall:
 - a. Direct and administer space management for the OIG including the development of appropriate policy guidance and internal controls.
 - b. Designate the Chief, Facilities and Space Management Division (FSD) as the Space Coordinator for the OIG.
 - c. Advise and keep informed the AIG-A&M on space matters that affect the occupancy of the assigned space for the OIG.
 - d. Develop a strategic space management plan that considers all OIG space needs, planning for contingencies, and minimizing disruption.
 - e. Maintain an open communication channel with Components on space requirements.
 - f. Control the procurement, delivery, installation, assignment, and use of systems furniture for allocated spaces within the OIG environment.
 - g. Monitor compliance with the accessibility standards established by reference (k) and occupational safety and health standards established by reference (j) pertaining to space management matters.
 - h. Monitor compliance with the codes established by references (l), (m), and (n).
5. The **Chief, FSD** shall:
 - a. Act as the Space Coordinator for the OIG responsible for coordinating and managing internal administrative space matters and communicating with the DoD building management representatives designated by the Washington Headquarters Services (WHS).

- b. Approve or disapprove, as appropriate, requests to acquire administrative space through the General Services Administration (GSA), WHS, or others.
- c. Approve or disapprove, as appropriate, OIG space allocation standards.
- d. Approve or disapprove, as appropriate, requests to obtain, assign, reassign, and release space within OIG occupied buildings.
- e. Coordinate continuing needs requirements for DoD-occupied, Government-leased space with WHS inside the NCR and with GSA outside the NCR.
- f. Ensure security concerns are addressed in the development of space management matters.
- g. Ensure Space Requirements Document (SRD) packages, rent and related obligation estimates, invoices, workorders, and all required space-related documents and forms are properly authorized and supported before release.
- h. Ensure that reporting requirements for space management are adhered to and coordinated with appropriate counterparts.
- i. Ensure that space management matters comply with the Occupational Safety and Health Administration (OSHA) requirements, reference (j).
- j. Ensure that space management matters comply with the Americans with Disabilities Act (ADA) requirements, reference (k).
- k. Ensure that space management matters comply with the International Code Council (ICC), reference (l).
- l. Ensure that space management matters comply with the National Fire Protection Association's (NFPA) Life Safety Code requirements, reference (m).
- m. Ensure that space management matters comply with the Uniform Federal Accessibility Standards (UFAS), reference (n).
- n. Work closely with the Components and the Comptroller in identifying and projecting OIG current and long-range space requirements for the Program Objective Memorandum (POM) and budget submissions.
- o. Keep management apprised of issues that may impact moves, construction, renovation, etc. and provide timely feedback to management on the progress of space matters.

6. The **FSD** shall:

- a. Develop space allocation standards and apply those standards consistently throughout the OIG.
- b. Prepare necessary space layout plans and forms, SRD packages, and rent and related obligation estimates.
- c. Review requests for space and verify conformance to GSA, applicable Executive Orders, DoD Instructions, and OIG operating policies and procedures.
- d. Make recommendations to obtain, assign, reassign, and release space within OIG occupied buildings.
- e. Prepare work orders and coordinate necessary alterations, telecommunications installations, and moving services.
- f. Prepare and submit documentation with justifications and certifications for initial, expansion, and continuing need space requests and requirements to WHS or GSA, as appropriate.
- g. Process approved space requests into the designated procurement system.
- h. Maintain space management documentation records and prepare reports regarding space management matters, as required.
- i. Prepare necessary funding documents and obtain funding approvals for space requests from the Comptroller.
- j. Coordinate with the Comptroller regarding budget related and funding matters for space requirements.
- k. Coordinate with the Information Systems Directorate (ISD) regarding information technology issues for space requirements.
- l. Conduct market surveys with the end users and make note of adversities.
- m. Review GSA Solicitation for Offers (SFO) for compliance with space requests and any special requirements.
- n. Maintain contact with WHS or GSA for status updates during the construction process of OIG space.
- o. Conduct space utilization surveys to analyze the manner in which space is used, based on recognized space management procedures and techniques.

- p. Conduct analyses of all operational needs pertaining to space to include such items as electrical, storage, equipment, etc.
- q. Provide timely and informative updates to management regarding moves, construction, renovation, etc.
- r. Prepare written notification for relinquishing Government-controlled space.
- s. Initiate action to make released space accessible, readily marketable, and assignable.
- t. Coordinate and conduct preliminary site visits with the WHS or GSA to determine any items making released space not readily marketable and assignable.
- u. Process requests for OIG parking space allocations for Government owned vehicles.
- v. Comply with the accessibility standards established by reference (k) and occupational safety and health standards established by reference (j) pertaining to space management matters.
- w. Comply with the codes established by references (l), (m), and (n).
- x. Review and analyze WHS and GSA rent bills upon receipt and notify the Comptroller of any known or forecasted changes noted by the rent bills or from other means.
- y. Verify the proper installation and relocation of systems furniture.
- z. Inventory and maintain extra copies of keys for each private office and systems furniture workstation, ensuring that all locks in a workstation are keyed to a master and each workstation is keyed to a separate master.
 - aa. Turn over keys to excess workstations to the Property and Mail Services Division (PMD) for turn-in, packing, or shipping of excess systems furniture workstations.
 - bb. Processes requests for replacement of lost, stolen, or damaged keys only from designated Component Administrative Officers (AO).

7. The **Chief, PMD** shall:

- a. Coordinate with the FSD regarding office move procedures related to the reallocation of space and relocation moves. This includes:
 - (1) Notifying and scheduling office movers and informing vendors on proposed relocation of equipment that may require maintenance contracts.
 - (2) Ensuring packing boxes are acquired and distributed to the Components at least 5 working days in advance of scheduled moves.
 - (3) Ensuring that all moves adhere to the approved planning documents and floor plan layouts.
- b. Retrieve workstation keys before removing, inventorying, packing, storing, or shipping excess workstations.
- c. Relocate private office furniture and equipment as requested by the FSD.
- d. Remove, inventory, store, or ship to a new location, all excess private office and systems furniture workstations (or supervises the contracted vendor) as requested by the FSD.
- e. Prepare (or supervises the contracted vendor to prepare) private office and/or systems furniture workstations to be shipped to a field Component, as requested by the FSD.

8. The **Comptroller** or designee shall:

- a. Certify that funding is available to support OIG space requests.
- b. Maintain financial documentation for OIG space requests.

9. The **Director, ISD** shall:

- a. Identify telecommunications requirements for space allocations.
- b. Prepare and coordinate the layout plans for telephone lines, local area network (LAN) drops, etc., and maintain an up-to-date and accurate telephone inventory to include:
 - (1) Use floor plans, provided by the FSD, to assign workstations by user name, telephone number, and telephone and LAN wall jack numbers.
 - (2) Return drawings to the FSD to update the Automated Computer Aided Design (AutoCAD) system drawings.

10. The **Component Heads** shall:

- a. Plan and coordinate with the FSD for space allocation requests and space reallocation needs.
- b. Complete and submit the necessary documents and memoranda for requesting space allocations to the FSD.
- c. Justify requests for additional office space and advise the FSD of space that is excess to actual needs.
- d. Ensure approved space allocations and office space assignments are not altered or redesigned without requesting prior approval from the FSD.
- e. Ensure office space is used solely for the purpose of performing OIG mission-related work.
- f. Inform the ISD of all events affecting the telephone inventory.
- g. Identify and project current and long-range Component space requirements for the POM and budget submissions.
- h. Provide the AIG-A&M with written concurrence from the Inspector General before submitting requests for opening new offices.
- i. Request private offices only for supervisors and above and ensure additional private offices are not requested when resources are already available to meet requirements (includes overlapping replacement staff).
- j. Ensure vacated private offices are not used for storage, teamwork areas, conference rooms, etc. without prior approval of the FSD.
- k. Instruct Component employees regarding the proper use and occupancy of private offices and other workstations.
- l. Ensure that Component reorganization planning efforts prevent the improper installation of new or relocated systems furniture.
- m. Include the FSD in the early planning stages for all internal Component reorganizations to facilitate smoother, faster results of the planning effort.
- n. Identify an AO to serve as the Component liaison for space-related matters with the FSD.

11. The **AO** shall:

- a. Serve as the Component liaison for space related matters.
- b. Ensure Component space requests are submitted IAW the guidance and policy established in this Instruction.
- c. Coordinate all Component space planning efforts with the FSD in a timely manner.
- d. Ensure the Component Head is kept informed of all space-related matters and that misuse or inappropriate use of space is reported promptly to the Component Head for correction.
- e. Notify the FSD of all discrepancies, problems, or issues related to space matters.
- f. Conduct an inventory of each workstation before departure of the current occupant and reassignment to the new occupant, ensuring that the workstation (including parts and accessories) remains intact as originally installed.
- g. Report lost, stolen, or damaged keys for workstations, request replacement keys, and turn in keys for workstations permanently vacated to the FSD.
- h. Advise the FSD of private offices and other workstations that are being vacated or becoming vacant to ensure AutoCAD floor plans are updated.

12. The **Employees** shall:

- a. Be responsible for the proper use, care, and protection of the systems furniture workstation to which he or she is assigned and not alter, remove, or relocate the workstation at any time.
- b. Notify the Component AO of any abnormal wear and tear or other condition of the assigned workstation.
- c. Report lost, stolen, or damaged keys and turn in keys to the AO when vacating the workstation permanently.

CHAPTER 2 REQUESTING ADMINISTRATIVE SPACE

- A. General.** This chapter provides guidance for requesting administrative space.
- B. Space Requirements.** The Component Heads are required to prepare a memorandum of requests for space. This includes general use space, unique space, storage space, special space, warehouse space, workspace, parking space, alterations to existing space, and release of excess space.
- C. Documentation**
1. The FSD specialist shall coordinate the Component requirements and circulate the required forms to all A&M Components as required, i.e., Acquisition Division (AQD), PMD (for employee and equipment moves), Human Capital Advisory Services (HCAS) Directorate, Office of Security, ISD/Network and Security Division and Information Center (for LAN/Wide Area Network (WAN) and telephone).
 2. The FSD specialist shall complete the appropriate forms and forward to WHS/Space Policy Acquisition Division (WHS/SPAD) or GSA requesting space to meet the needs of the Component.
 3. The Component shall submit the following documentation to the Director, ALSD:
 - a. New Office Location or Component Reorganization
 - (1) HQ Component. SD Form 474, *OSD Office Services Request Form* (Appendix E), and a Floor Plan Layout showing details submitted through the Component Head (Program Director or above).
 - (2) Field Component. A memorandum of request for space and an Internet-generated map showing the delineated area, which defines the project area in geographic terms, submitted through the Component Head (Deputy Inspector General (DIG) or equivalent).
 - b. Office Relocation or Employee Moves
 - (1) HQ Component. SD Form 474 and a Floor Plan Layout showing details submitted through the Component Head (Program Director or above).
 - (2) Field Component. A memorandum of request for space and an Internet-generated map showing the delineated area, which defines the project area in geographic terms, submitted through the Component Head (DIG/Director or equivalent).
 - c. New Workstation Site. SD Form 474 and a Floor Plan Layout showing details submitted through the Component Head (Program Director or above) to the Director, ALSD.

d. New Parking Allocation(s) and Turn-In Parking Allocation(s). A memorandum of request for space submitted through the Component Head (DIG/Director or equivalent).

e. Excess Space - Turn-In. (Required when authorizations decrease and no projected increases.) HQ Component. SD Form 474 and a Floor Plan Layout showing details submitted through the Component Head (Program Director or above).

f. Space Expansion - Add-On.

(1) HQ Component. SD Form 474 and a Floor Plan Layout showing details submitted through the Component Head (Program Director or above).

(2) Field Component. A memorandum of request for space and an Internet-generated map showing the delineated area, which defines the project area in geographic terms, submitted through the Component Head (DIG/Director or equivalent).

D. Other Requirements. Include any of the forms discussed in this chapter deemed necessary to provide adequate details.

E. Office of Inspector General Space Allocation Standards. Appendix D outlines the standards and guidelines for allocating space within the OIG. Administrative space shall be provided IAW the OIG Space Allocation Standards subject to the availability of space. The Components receiving systems furniture may see less square footage per workstation due to the organized work area. For these Components, non-supervisory and below, will use systems furniture. Supervisory and above personnel shall be assigned private offices (some private offices may be constructed from systems furniture).

CHAPTER 3

RELINQUISHMENT OF GOVERNMENT-CONTROLLED SPACE

A. General. This chapter discusses the procedures to be followed for agency-initiated release of space as defined by GSA or WHS, reference (i). The FSD shall coordinate the required actions to facilitate a smooth and safe transition for the release of space.

B. Written Notification

1. The FSD shall prepare a 120 calendar day written notification to the GSA or a 150 calendar day written notification to the WHS/SPAD for the release of space in GSA-leased and owned buildings.

2. The notification shall include a description of the space by classification type(s), square footage of the space, location(s) (by building, floor level), floor plan(s), and the proposed date of release. The timeframe for the 120/150 calendar day notice shall commence on the date the written notification is received and validated by GSA or WHS/SPAD. If any of the space release notification information is modified, a new written notification shall be forwarded to GSA or WHS/SPAD. The notification period shall be re-established at 120/150 calendar days upon receipt and validation of the new written notice.

C. Preparation of Space for Release

1. The FSD shall initiate action to make the released space accessible, readily marketable, and assignable. When only a portion of the space is released, the remaining space shall be consolidated. The space shall be of a classification type and in an amount and location that is assignable to other Federal and/or Defense agencies or marketable to private sector tenants. Access and egress to the space cannot be impeded in any way nor can a new tenant be required to walk through another agency's space to gain access to the space.

2. When a portion of the space is to be released, construction may be required such as the building of demising (slab-to-slab, barrier) walls, egress hallways, doorways, etc. Any alteration required to consolidate or make the space accessible shall be the responsibility of the agency releasing the space before GSA will accept it.

D. Alterations to Space for Release. The FSD shall initiate action for alternations needed to make space assignable or marketable and shall contact GSA or WHS/SPAD before performing any alterations/renovations to meet the required provisions. The agency releasing the space is responsible for the cost of altering the space.

E. Preliminary Site Visit. The FSD shall conduct a preliminary site visit with GSA or WHS/SPAD to determine any items making the space not readily marketable and assignable. The FSD shall ensure all vacated space is broom clean and completely empty of furniture, equipment, or any other items. The agency releasing the space is responsible for any damage to the space and the costs to repair the damages.

F. Rental and Associated Charges to Space for Release

1. The agency releasing the space is responsible for rental and associated charges until the date of release specified and validated in the written notification, or until a time in which the space is confirmed by GSA or WHS/SPAD as vacated, whichever occurs later. When timely written notification is not made to GSA or WHS/SPAD, the agency shall be responsible for rental and associated charges for a period of 120/150 calendar days following the date of written notification received and validated by GSA or WHS/SPAD or until the space has been reassigned and/or terminated.

2. If the agency releases space that is unique in nature and/or is in a unique location or building, that agency may be held responsible for continued rent and any other actual expenses beyond the 120/150 calendar day period. For example, if the notice requesting release of space is for a date close to the expiration of the lease, it may result in extending the release date to the expiration date. If special space is released and returned to GSA but cannot be remarketed by GSA and is returned to the lessor, it may result in extending the release date. If the agency commits to occupy space but never occupies it, the agency shall be charged for the space for 120/150 calendar days from the date of notification to GSA or WHS/SPAD that the space is required.

**APPENDIX A
REFERENCES**

- a. Executive Order 12411, *Government Work Space Management Reforms*, March 29, 1983
- b. Section 2662 Title 10, United States Code
- c. Federal Property Management Regulations, 41 CFR Chapter 101
- d. DODD 5110.4, *Washington Headquarters Services (WHS)*, October 19, 2001
- e. DODI 5305.4, *Administrative Space Report, National Capital Region*, February 15, 1977
- f. DODI 5305.5, *Space Management Procedures, National Capital Region*, June 14, 1999
- g. DODI 5030.53, *Reimbursement of GSA Space, Services and Facilities*, September 13, 1988
- h. DODI 5030.60, *Reimbursable Work Authorization Procedures for Washington Headquarters Services (WHS) – Operated Facilities*, September 17, 1993
- i. Washington Headquarters Services Memorandum, *Procedures for Relinquishment of Government-Controlled Space*, March 31, 1999
- j. Occupational Safety and Health Act of 1970
- k. Americans with Disabilities Act of 1990
- l. International Code Council
- m. National Fire Protection Association Life Safety Code
- n. Uniform Federal Accessibility Standards
- o. Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157)

APPENDIX B DEFINITIONS

1. **Administrative Officer.** For purposes of the Instruction, the individual who serves as the liaison between the Component and the FSD.
2. **Administrative Space.** Space (or portions of space) in facilities/buildings that is suitable for conducting the Agency's assigned programs and/or stated mission. The physical characteristics of the spaces are office space, storage space, or special type space, or a combination thereof.
3. **Alteration.** Remodeling, improving, extending, or making changes to a facility, exclusive of maintenance repairs that are preventive in nature. The term includes planning, engineering, architectural work, and other similar actions.
4. **Americans with Disabilities Act (ADA) of 1990.** This Act prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established. This Act is legislation designed to improve access to jobs and workplaces for persons with disabilities.
5. **Automated Computer Aided Design (AutoCAD).** The automated system used to maintain space related inventories (including telephone and LAN), workstation utilization, excesses, etc.
6. **International Code Council (ICC).** This Code provides standardized, consistent guidelines and requirements for the construction and inspection industries. The ICC contains the minimum standards necessary to protect the health, safety, and welfare of the general public.
7. **Excess Space.** Space that is excess to actual needs.
8. **Floor Plan Layout.** The planned placement of walls, doors, workstations, furniture, and equipment within new space assignments.
9. **Memorandum of request for space.** A memorandum originated by the Component Head requesting space. Includes specific information, such as number of authorized personnel by name, grade, position, number of authorized Government vehicles, any special requirements, office furniture/equipment inventory, and description justification or intent..
10. **National Capital Region (NCR).** Includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

APPENDIX B (cont'd)

11. **Space Coordinator for the OIG.** The FSD is assigned the responsibility within the OIG for coordinating and managing internal administrative space matters and communicating with the DoD building management representatives designated by WHS.
12. **National Fire Protection Association (NFPA) Life Safety Code.** This Association publishes a nationally recognized life safety code that establishes minimum requirements that will provide a reasonable degree of safety from fire in buildings and structures.
13. **Office Space.** Space that provides an environment for an office operation. This includes, but is not limited to, suitable and adequate lighting, heating, ventilation and air conditioning, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of large open areas or may be partitioned into private and/or semi-private offices and rooms. Examples include private and open offices and administrative support and storage spaces.
14. **OIG Space Allocation Standards.** Prescribe the general requirements and guidelines for the assignment and use of OIG occupied space, Appendix D.
15. **Occupational Safety and Health Act of 1970.** This Act regulates employment conditions to assure safe and healthy working conditions for employees and requires compliance with occupational safety and health standards. Places of employment shall be free from recognized hazards that are causing or likely to cause death or serious harm.
16. **Private Office.** An office (either constructed or stackable wall panel systems furniture) occupied by one individual.
17. **Rent and Related Obligation Estimates.** A document prepared by the Facilities and Space Management Branch and coordinated with the Component Heads at headquarters that specifies the estimated rent, buildout costs, and other related obligations associated with requests for space. Signatures by the Component Heads indicate approval to proceed and that funds are available.
18. **Requests for Space.** The FSD makes requests for space to the WHS or GSA as appropriate for the OIG, IAW the guidance in references (c) and (f). Requests for space by Component Heads shall be accompanied by a memorandum of request for space.
19. **Solicitation for Offers (SFO).** This indicates the type and amount of space needed and the conditions of the lease. The solicitation also give detailed information on how to submit a proposal, contact name and address, and the deadline by which it must be received by the GSA regional office.

APPENDIX B (cont'd)

20. **Space Requirements Document (SRD).** The package prepared by the FSD Specialist that includes the approved space requirements to be forwarded to WHS/SPAD or GSA.
21. **Special Space.** Space, which by reason of installed fixed facilities or utilities, is adapted for special use. Space types include laboratories, dark rooms, electronic data processing rooms, computer rooms with special air conditioning, industrial type operations with installed equipment, etc.
22. **Square Footage.** A measurement used to analyze the use of space.
23. **Storage Space.** Space suitable for storage of supplies, equipment, records, material, etc., but does not provide an environment suitable for an office operation. This type of space would include, but not be limited to, vaults, closets, unconverted attic and basement areas, as well as space built for warehousing and records storage.
24. **Systems Furniture.** Furniture that consists of modular panels, work surfaces, and accessories organized into a viable workstation arrangement suitable for office type work.
25. **Telecommunications.** Electronic processing of information, either voice or data or both, over a wide variety of media (copper wire, microwave, fiber optics, radio frequencies, etc.), between individuals or offices within a building (LAN), between buildings and between cities.
26. **Uniform Federal Accessibility Standards (UFAS).** These standards were developed jointly by the GSA, the Department of Housing and Urban Development, the DoD, and the United States Postal Service in 1984. The document presents uniform standards for the design, construction, and alteration of buildings so that physically disabled persons will have ready access to and use of them IAW reference (o).
27. **Utilization Survey.** When the submitted request for administrative space is for expansion purposes, the FSD specialist conducts an on-site utilization survey of the DoD Component's existing space to ensure efficient use of the existing assigned space.
28. **Workstation.** That portion of office space allocated to an individual to accommodate the furniture and equipment necessary for the individual's work. A workstation can be private, semi-private, or open.

**APPENDIX C
ACRONYMS**

ADA	Americans with Disabilities Act
AIG-A&M	Assistant Inspector General for Administration and Management
ALSD	Administration and Logistics Services Directorate
AQD	Acquisition Division
AutoCAD	Automated Computer Aided Design
DIG	Deputy Inspector General
DoD	Department of Defense
FSD	Facilities and Space Management Division
GSA	General Services Administration
IAW	In Accordance With
ICC	International Code Council
ISD	Information Systems Directorate
LAN	Local Area Network
NCR	National Capital Region
NFPA	National Fire Protection Associations
OIG	Office of Inspector General
OSHA	Occupational Safety and Health Administration
PMD	Property and Mail Services Division
POM	Program Objective Memorandum
SES	Senior Executive Service
SFO	Solicitation for Offers
SRD	Space Requirements Document
SPAD	Space Policy Acquisition Division
UFAS	Uniform Federal Accessibility Standards
WAN	Wide Area Network
WHS	Washington Headquarters Services

APPENDIX D
OFFICE OF INSPECTOR GENERAL SPACE ALLOCATION STANDARDS

Office of Inspector General Space Allocation Standards			
Note: Square footages below will vary when systems furniture is used in lieu of standard office furniture as noted in the () box.			
Grade	Position Title	Square Footage	
		Private Office	Open Space
SES	Inspector General	600	
SES or Comparable	Deputy Inspector General, Assistant Inspectors General, and Directorate Heads	400	
SES or Comparable	Deputy Assistant Inspector General, Executive Assistants, and Directorate Heads	300	
GS-15 or Comparable supervisors and non-supervisors	Directorate Heads or Field Component Heads	150 (144)	
GS-14 or Comparable supervisors	Division Heads or Field Component Deputy or Assistant Deputy Heads	150 (120)	
GS-14 or Comparable non-supervisors and all GS-13 and below supervisors and non-supervisors	Position titles will vary. (Editors will have a private office or a systems furniture workstation with a door.)		60 (64)

**APPENDIX E
SD FORM 474, OSD OFFICE SERVICES REQUEST FORM**

OSD OFFICE SERVICES REQUEST FORM			
REQUEST FOR <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> SUPPLIES <input type="checkbox"/> TELEPHONE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> MOVE <input type="checkbox"/> OTHER			
ACTIVITY	ROOM No.	DATE	LOG NUMBER
TYPED NAME OF REQUESTING OFFICIAL	TELEPHONE NUMBER	TYPED NAME OF ADMINISTRATIVE OFFICER	
SIGNATURE OF REQUESTING OFFICIAL		SIGNATURE OF ADMINISTRATIVE OFFICER	
<small>THE FOLLOWING SERVICES ARE REQUESTED. ACCOMPLISHMENT IS CONSIDERED NECESSARY AND IN THE BEST INTEREST OF THE GOVERNMENT (Describe in detail. Attach additional information as necessary).</small>			
<small>JUSTIFICATION (Use Reverse side, if necessary)</small>			
NAME, ORGANIZAT OF PERSON TO CALL FOR ADDITIONAL INFORMATION	DATE ITEM and/or SERVICE IS REQUIRED	DELIVERY POINT	
TO:			
ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> RETURNED FOR <input type="checkbox"/> DISAPPROVED (See Remarks)	ESTIMATED COST	DATE	
JOB ORDER NUMBER		ESTIMATED COMPLETION DATE	
REMARKS: <div style="float: right; margin-top: 10px;"> <input type="checkbox"/> SIGNATURE BY ADMIN OFFICER <input type="checkbox"/> INSUFFICIENT FUNDS <input type="checkbox"/> ADDITIONAL INFORMATION <input type="checkbox"/> NOT AUTHORIZED BELOW <input type="checkbox"/> UNBUDGETED ITEM <input type="checkbox"/> NOT A STOCKED ITEM </div>			
_____ SIGNATURE OF			