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**CHANGES TO SPACE AND LEASE OF FIELD OFFICES AND FACILITIES**

**1. PURPOSE**

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

**2. REPLACEMENT HIGHLIGHTS**

This Directive replaces MRP Directive 1620.1, Changes to Space and Lease of Field Offices and Facilities, dated 6/18/03.

**3. AUTHORITIES**

- a. Rural Development Act of 1972.  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=12191&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=12191&noc=T)
- b. U.S. Department of Agriculture Regulation (DR) 1010-001, Organization, dated 7/20/06. <http://www.ocio.usda.gov/directives/doc/DR1010-001.htm>
- c. DR 1620-002, USDA Space Management Policy, dated 5/17/04.  
<http://www.ocio.usda.gov/directives/doc/DR1620-002.htm>

**4. POLICY**

It is MRP policy to:

- a. Obtain space or land which meets the minimum requirements at the lowest cost.
- b. Comply with the standard utilization rate (UR) for USDA office space of 150 square feet per person. The UR of 150 square feet includes employee workstations, circulation areas (including reception areas), file space, and all private offices. Generally, this will include all space finished as standard office

space. Those items which constitute special space, such as a conference/training room, laboratory, light industrial, warehouse, ware yard, server room, nursing mothers' room, sick rooms, kennels, and storage are not included in the UR.

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

## **5. TYPES OF ACTIONS**

Requests for expanding space or moving within the same complex; reduction of space; closing offices; establishing offices; relocating offices; or lease renewals apply to the following types of actions:

- a. Routine Actions. A location with 9 or fewer employees (full time, part time, State, intermittent, etc.); acquiring/reducing parking spaces; and long term storage (over 180 days) require the Director's approval.
- b. Non-routine Actions. A location with 10 or more employees (full time, part time, State, intermittent, etc.) requires the Director and Deputy Administrator's approval.

c. Major Organizational Changes. The Assistant Secretary for Administration must approve major organizational changes prescribed in this Directive before the changes become effective. Actions requiring approval include:

- (1) The establishment, closing, or relocation of:
  - (a) An Agency headquarters or regional level office.
  - (b) A headquarters unit or field unit that reports directly to an administrator or to the head of a Departmental office.
  - (c) A field unit to another Congressional District.

NOTE: Contact the appropriate Agency's Director, Civil Rights Staff, to determine whether a Civil Rights Impact Analysis is required (refer to DR 1010-001).  
<http://www.ocio.usda.gov/directives/doc/DR1010-001.htm>

- (2) The Completion of a Civil Rights Impact Analysis.
  - (a) Prepare the analysis in accordance with the Secretary's Memorandum 1662, Supplement 8; Civil Rights Consideration of Policy Action; and DR 4300-004, Civil Rights Impact Analysis, dated May 30, 2003,  
<http://www.ocio.usda.gov/directives/doc/DR4300-4.pdf>  
to determine if the proposed actions will negatively and disproportionately affect women, minorities, or persons with disabilities when compared to other persons.
  - (b) Contact the appropriate servicing Human Resources specialist for the correct procedures and information on the need for Departmental approval in accordance with DR1010-001.  
<http://www.ocio.usda.gov/directives/doc/DR1010-001.htm>
  - (c) Include an organizational proposal.
  - (d) Forward DR1010-001 package along with MRP Form 114, Request for Changes to Space and Field Offices and Lease of Facilities, through the Regional Director or equivalent, to the appropriate MRP agency's Deputy Administrator.

NOTE: All of the above actions require an MRP Form 114, which can be accessed on the Internet at <http://www.aphis.usda.gov/mrpbs/forms/realtyforms.html>  
Send MRP Form 114 through appropriate channels for signature. No action will be taken by Realty Services until a completed MRP Form 114 is received with all required signatures and program information.

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

## 6. RESPONSIBILITIES

- a. The Marketing and Regulatory Programs Business Services (MRPBS), Administrative Services Division (ASD), Programs, Policy, and Systems Branch (PPSB), is responsible for real property policy and acts as a liaison to the Department on space utilization rates, facilities, electronic equipment accessibility policy for persons with disabilities, and other real property policy issues.
- b. MRPBS, Employee Services Division (ESD), Facilities and Conference Services Branch (FCSB) Washington D.C. Service Center, is responsible for the management of acquiring, relocating, and reducing space in the National Capital Region.
- c. MRPBS, ASD, Realty Services (RS), manages buildings and land outside the National Capital Region. They negotiate, prepare, execute, and distribute all leasing and assignment documents. Maintain real property records and inventories.
- d. The Requesting program will prepare the MRP Form 114, along with all required substantiating documents set forth in this Directive through appropriate channels. Union representatives must be notified, if required.
- e. The Local Program Supervisor is responsible for posting Rules and Regulations Governing Public Buildings and Grounds, which can be found at <http://inside.aphis.usda.gov/mrpbs/realty/rules.pdf>

## 7. INQUIRIES

- a. Direct space inquiries to MRPBS, ASD, RS, at 612-336-3214. <http://www.aphis.usda.gov/mrpbs/realty/realtymap.pdf>
- b. Direct inquiries concerning policy and regulations relating to Title VII, Nondiscrimination in Employment Program, to the appropriate MRP agency's Director, Civil Rights Staff.
- c. Direct inquiries concerning safety, health, and environment to the appropriate MRP agency's safety, health, and environmental staff or the MRPBS, ESD, FCSB staff.

- d. Direct inquiries concerning Human Resources (HR) implications of establishing, expanding, closing or relocating offices to your servicing HR specialist, Human Resources Division.
- e. For questions concerning this Directive, contact MRPBS, ASD, PPSB, at 301-734-8468.
- f. MRP Directives are accessible on the Internet at:  
<http://www.aphis.usda.gov/library/directives/>
- g. MRP forms are accessible on the Internet at  
<http://www.aphis.usda.gov/mrpbs/forms/realtyforms.html>

/s/

Joanne Munno  
Acting Deputy Administrator  
MRP Business Services