

CHANGE REQUEST COVER SHEET

Change Request Number: 11-07

Date Received: 7/27/2010

Title: New Space Order

Name: Doug Stoddard

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Policy OR Guidance: Policy

Section/Text Location Affected: 2.4.1.1

Summary of Change: Space Council SOP superseded by Space Order 4665.4

Reason for Change: Space Order signed by Administrator. Updating AMS to document this change.

Development, Review, and/or Concurrence: Administrative Space Council

Target Audience: All

Potential Links within FAST for the Change: 2.4.1.1

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: 2.4.1.1

Links for New/Modified Forms (or) Documents (LINK 1) [replace SOP document found at http://fast.faa.gov/realestate/space/docs/sopadminsop.pdf](http://fast.faa.gov/realestate/space/docs/sopadminsop.pdf) with new Space Order 4665.4 document to be sent by email

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Real Estate Guidance :

Section 2.4.1.1 : Space Order 4665.4 - Standard Operating Process,

Procedure and Guidelines for Administrative Space [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Order 4665.4 and GSA-Controlled Space Request [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Real Estate Guidance :

Section 2.2.2 : Requirements and Planning [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 2.4.1.1 : Standard Operating Procedure (SOP) for Administrative Space Guidance

Old Content: Real Estate Guidance :

Section 2.4.1.1 : Standard Operating Procedure (SOP) for Administrative Space Guidance

The FAA currently occupies approximately 5 million square feet of administrative space including GSA controlled, FAA owned and leased space. Managing this amount of space caused the development of the Standard Operating Procedure (SOP) by the Administrative Space Management Council (ASMC). The SOP provides the management of administrative space by determining if projects are major or minor, reviewing the feasibility and affordability of new space related projects, and ensuring that building infrastructure issues were analyzed.

The RECO and requesting office must use the [SOP for administrative space](#). The SOP applies to all new construction, newly leased space (GSA controlled or FAA direct), space renovations, and space reconfigurations.

New Content: Real Estate Guidance :

Section 2.4.1.1 : Space Order 4665.4 - Standard Operating Process, Procedure and Guidelines for Administrative Space

The FAA currently occupies approximately 5 million square feet of administrative space including GSA-controlled, FAA-owned and leased space. Managing this amount of space caused the development of the FAA Administrative Spaceholders Management Council (ASCM) Standard Operating Process, Procedures and Guidelines (SOP), which was approved by the FAA Administrator with an effective date of March 13, 2010. Since then [Space Order 4665.4 for administrative space](#) was developed by the ASCM and approved by the FAA Administrator with an effective date of July 17, 2010. The Order provides the management of administrative space by determining if projects are major or minor, reviewing the feasibility and affordability of new space related projects, and ensuring that building infrastructure issues were analyzed. This Order supersedes the ASCM SOP referenced above and all previous Administrative Space Orders for all lines of business.

The RECO and requesting office must use [Space Order 4665.4 for administrative space](#). The Order applies to all new construction, newly leased space (GSA controlled or FAA direct), space renovations, and space reconfigurations.

Red Line Content: Real Estate Guidance :

Section 2.4.1.1 : [Space Order 4665.4 - Standard Operating Process, Procedure \(SOP\) and Guidelines for Administrative Space](#)~~Guidance~~

The FAA currently occupies approximately 5 million square feet of administrative space including GSA-controlled, FAA-owned and leased space. Managing this amount of space caused the development of the [FAA Administrative Spaceholders Management Council \(ASCM\) Standard Operating Procedure Process, Procedures and Guidelines \(SOP\), which was approved by the FAA Administrator with an effective date of March 13, 2010. Since then Space Order 4665.4 for administrative space was developed by the Administrative Space Management Council \(ASCM\) and approved by the FAA Administrator with an effective date of July 17, 2010.](#) The ~~SOP~~Order provides the management of administrative space by determining if projects are major or minor, reviewing the feasibility and affordability of new space related projects, and ensuring that building infrastructure issues were analyzed. [This Order supersedes the ASCM SOP referenced above and all previous Administrative Space Orders for all lines of business.](#)

The RECO and requesting office must use ~~the SOP~~[Space Order 4665.4 for administrative space](#). The ~~SOP~~Order applies to all new construction, newly leased space (GSA controlled or FAA direct), space renovations, and space reconfigurations.

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request
Old Content: Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request
The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#)) and Administrative Spaceholder's Management Council Standard Operating Procedures for Administrative Space when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities. **New Content:** Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Order 4665.4 and GSA-Controlled Space Request The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#)) and Administrative Spaceholder's Management Council (ASCM) [Space Order 4665.4 for administrative space](#) when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities. **Red Line Content:** Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space ~~Standards~~Order 4665.4 and GSA-Controlled Space Request The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#)) and Administrative Spaceholder's Management Council ([ASCM](#)) ~~Standard~~[Space Operating Order Procedures 4665.4 for](#)

~~Administrative~~~~space~~~~space~~~~space~~ **administrative Space** when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities.

Section 2.2.2 : Requirements and Planning

Old Content: Real Estate Guidance :

Section 2.2.2 : Requirements and Planning

The RECO should assist the customer in the development of requirements to ensure that the space to be acquired will meet their needs and that it will conform to FAA regulations. The customer should be advised of available alternatives that may fulfill their needs at a lower cost or in a more efficient manner. The RECO must consider the potential budgetary impacts of long-term (over 5 years including options) space leases when developing alternatives and generally should avoid any lease terms that could result in the lease being classified as a capital lease or lease purchase, unless the customer has prepared and obtained budgetary authority for such a lease. See OMB Circular A-11, Appendix B, and "Budgetary Treatment of Lease Purchases" and Leases of Capital Assets for further information.

When the FAA is currently leasing space, in or near the delineated area, consideration should be given to the advantages of collocation, both from economic and program point of view. If there is a demonstrated advantage to collocation, negotiations may be conducted with the lessor provided the proposed rental will be comparable with the market survey determination of the fair annual rental. The RECO should also consider other available federal space, if it meets the requirements of the customer.

The FAA's mission generally requires that offices be located within 5 miles of an airport and outside the central business area.

On requests for renewal of existing leases, the RECO should determine that if the property continues to meet the FAA's needs, any changes required in the lease terms should be negotiated and included in the renewal.

New Content: Real Estate Guidance :

Section 2.2.2 : Requirements and Planning

The RECO should assist the customer in the development of requirements to ensure that the space to be acquired will meet their needs and that it will conform to FAA regulations such as the Administrative Space Guidance, found in 2.4.1: Appendix A and the Administrative Space Regulations as found in the [Space Order 4665.4 for administrative space](#) found in 2.4.1.1. The customer should be advised of available alternatives that may fulfill their needs at a lower cost or in a more efficient manner. The RECO must consider the potential budgetary impacts of long-term (over 5 years including options) space leases when developing alternatives and generally should avoid any lease terms that could result in the lease being classified as a capital lease or lease purchase, unless the customer has prepared and obtained budgetary authority for such a lease. See OMB Circular A-11, Appendix B, and "Budgetary Treatment of Lease Purchases and Leases of Capital Assets" for further information.

When the FAA is currently leasing space, in or near the delineated area, consideration should be given to the advantages of collocation, both from economic and program point of view. If there is a demonstrated advantage to collocation, negotiations may be conducted with the lessor provided the proposed rental will be comparable with the market survey determination of the fair annual rental. The RECO should also consider other available federal space, if it meets the requirements of the customer.

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When the FAA is currently leasing space, in or near the delineated area, consideration should be given to the advantages of collocation, both from economic and program point of view. If there is a demonstrated advantage to collocation, negotiations may be conducted with the lessor provided the proposed rental will be comparable with the market survey determination of the fair annual rental. The RECO should also consider other available federal space, if it meets the requirements of the customer.

The FAA's mission generally requires that offices be located within 5 miles of an airport and outside the central business area.

On requests for renewal of existing leases, the RECO should determine that if the property continues to meet the FAA's needs, any changes required in the lease terms should be negotiated and included in the renewal.

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request

Old Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request

The RECO or servicing office must obtain prior approval for space requests from the Headquarters Area Facilities Management Division (ALO-100) by submitting a Space Request Package which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing and workstation patterns, floor plans (if applicable), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) facilities and offices require prior written approval from Corporate Real Estate, AJF-15, and must be included in the Space Request Package.

For all new, renewal and lease expiration for General Services Administration (GSA) controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a GSA Occupancy Agreement (OA). Prior to making any commitment to the Regional GSA regarding prospectus level projects, the point of contact (POC) for the National GSA Rent Program must notify ALO-100. Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The RECO or servicing office must ensure that administrative space for Headquarters (ALO-100), Service Area Center and Legacy Regional and field offices is managed and used in accordance with space utilization standards and to maximize the use of available Government-owned space before leasing or otherwise acquiring space. The RECO must follow the guidance for "Chief Financial Officer Review of GSA Space Request over \$10 Million" for all GSA controlled space.

New Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request

Requesting Line of Business (LOB) office must obtain prior approval for space requests from the Headquarters Area Facilities Management Division (ALO-100) in accordance with [Space Order 4665.4 for administrative space](#), as found in Real Property Guidance section 2.4.1.1, by submitting a Business Case for the space which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing (workstation patterns, floor plans if available), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) technical facilities and offices require prior written approval from Corporate Real Estate, AJF-15, and must be included in the Space Request Package.

For all new, renewal and lease expiration for General Services Administration (GSA) controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a GSA Occupancy Agreement (OA). Prior to making any commitment to the Regional GSA regarding prospectus level projects, the point of contact (POC) for the National GSA Rent Program must

notify ALO-100. Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The LOB servicing office must ensure that administrative space for Headquarters (ALO-100), Service Area Center and Legacy Regional and field offices is managed and used in accordance with Space Order 4665.4 to maximize the use of available Government-owned space before leasing or otherwise acquiring space. The LOB office must follow the guidance for "Chief Financial Officer Review of GSA Space Request over \$10 Million" for all GSA-controlled space.

Red Line Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services ~~Administrative~~Administrative (GSA) Space Request

~~The~~Requesting Line RECO or of Business servicing(LOB) office must obtain prior approval for space requests from the Headquarters Area Facilities Management Division (ALO-100) in accordance with Space Order 4665.4 for administrative space, as found in Real Property Guidance section 2.4.1.1, by submitting a ~~Space Request~~Business Case Package for the space which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing ~~and~~(workstation patterns, floor plans (if ~~applicable~~available), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) technical facilities and offices require prior written approval from Corporate Real Estate, AJF-15, and must be included in the Space Request Package.

For all new, renewal and lease expiration for General Services Administration (GSA) controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a GSA Occupancy Agreement (OA). Prior to making any commitment to the Regional GSA regarding prospectus level projects, the point of contact (POC) for the National GSA Rent Program must notify ALO-100. - Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The ~~RECO or~~LOB servicing office must ensure that administrative space for Headquarters (ALO-100), Service Area Center and Legacy Regional and field offices is managed and used in accordance with ~~space utilization standards~~Space and Order 4665.4 to maximize the use of available Government-owned space before leasing or otherwise acquiring space. The ~~RECO~~LOB office must follow the guidance for "Chief Financial Officer Review of GSA Space Request over \$10 Million" for all GSA-~~controlled~~ space.
