



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

1. **PURPOSE:** This directive provides TSA policy and procedures for facilities management specific to TSA Headquarters (HQ) facilities, to include the leasing and renovation of office space, purchase and installation of furniture, parking for official Government vehicles, and related space services at all TSA HQ facilities.
2. **SCOPE:** This directive applies to all TSA HQ facility locations housing TSA staff requiring office space, furnishings, and space-related services. For space, furniture, and other related issues for field locations, please refer to [TSA MD 200.12, *Space and Furniture for Field Locations*](#).
3. **AUTHORITIES:**
 - A. 41 CFR Part 101, Federal Property Management Regulations
 - B. Americans with Disabilities Act (ADA) of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
 - C. [DHS MD 0560, *Real Property Management Program*](#)
 - D. [DHS MD 11030.1, *Physical Protection of Facilities and Real Property*](#)
 - E. National Environmental Policy Act (NEPA) of 1969, Pub. L. 91-190, Jan. 1, 1970, 83 Stat. 852 (42 U.S.C. 4321 et seq.)
 - F. [TSA MD 200.0, *Office of the Chief Administrative Officer Roles and Responsibilities*](#)
 - G. Applicable building and life safety codes regulating construction and finishes.
 - H. Applicable local, municipal and/or county codes.
4. **DEFINITIONS:**
 - A. **Construction Document (CD):** Full construction drawing set that includes drywall, electrical, data and lighting configurations, furniture layout, security enhancements, engineering design, and all associated notes, equipment details and schedules.
 - B. **Construction Drawing:** A set of three (3) specific architectural drawings used in determining space requirements, comprised of a Space Plan, a construction drawing, and a Design Intent Drawing (DID).
 - C. **DID:** Preliminary construction plan set that includes all attributes of CDs except engineering design.

- D. Facility Manager: TSA employee assigned to provide and coordinate all facility services for tenants in their assigned facility, and who also ensures staff support requirements are met and the property is managed in accordance with TSA policy and procedures.
- E. Federal Property Management Regulations (FPMR): Regulatory guidelines pertaining to acquisition and management of public buildings, utilities, space, furniture, and other programs and activities of the General Services Administration (GSA) which are applicable to other Federal agencies.
- F. GSA: GSA is the landlord for the Federal government and, as such, provides real estate services to TSA, including leasing agent activities.
- G. GSA Brokers: Private contractors that work under the direction of GSA. GSA brokers assist GSA in acquiring and negotiating leases in support of TSA.
- H. HQ Facility: A building that is owned/leased by TSA and houses TSA employees/contractors that perform HQ functions, to include: HQ (Pentagon City); *Freedom Center*; Federal Air Marshal Service (FAMS) HQ; Annapolis Junction; *TSA Systems Integrated Facility*; and other locations that perform HQ functions.
- I. Lease Agreement: An official document by which the rights of use and occupancy of space are transferred by the owner to another entity for a specific period of time and rental rate.
- J. Lessor: One who holds title to and conveys the right to use and occupy a property under lease agreement.
- K. Market Survey: A survey and physical inspection of buildings in the delineated area of consideration.
- L. Occupancy Agreement (OA): A document executed between TSA and GSA that sets forth the costs and terms of occupancy for a TSA facility leased by GSA on our behalf.
- M. Office: A major TSA organizational element headed by an Approving Official (Associate Administrator, Assistant Administrator or equivalents, or their designees) with delegated authority and assigned scope and responsibility for subordinate program offices.
- N. Program Office: A subordinate element of an Office responsible for the execution of a program.
- O. Program of Requirements (POR): A TSA document that includes office, office support space, and construction standards, as well as standards for security and telecommunications.
- P. Space Plans: An initial sketch that shows placement of walls and doors, but that does not have attributes such as electrical, data, lighting details.
- Q. Space Standards: Standards for the allocation of space that have been developed for implementation in TSA facilities. The standards are set forth in detail in the TSA HQ POR and are used for space allocations at TSA HQ facilities.

- R. Square Footage (SF): Space calculation used to compute the amount of interior building space occupied.
- S. Support Space: Office space, other than individual workstation space, supporting activities within an office (e.g., file rooms, conference rooms, and storage space).
- T. Tenant: A Program Office occupying an area or portion of a leased or owned Government property for a fixed or indefinite period of time.
- U. Tenant Improvement Allowance (TI): Also referred to as a Construction Allowance, it is monies, labor, supplies or other consideration given by a landlord to a tenant for construction as part of the lease negotiation.

5. RESPONSIBILITIES:

A. Office of Acquisition (ACQ) is responsible for:

- (1) Ensuring an approved [TSA Form 237, HQ Space Request](#), is received from the program office prior to processing a procurement action that requires TSA to provide space contracted employees.
- (2) Coordinating any contracts involving lease or construction with Office of Real Estate Services (ORES).

B. Office of Information Technology (OIT) is responsible for:

- (1) Managing the budget and funding for information technology (IT) initiatives associated with facility operations.
- (2) Providing telecommunication services directly to the customer's office, to include all data and telephone service and equipment, except for IT cable installation that occurs during major construction, which is provided by ORES.
- (3) Participating in evaluating real estate service requests from facility locations and providing input regarding telecommunications impact of request.
- (4) Reviewing drawings received from ORES to ensure compliance with applicable sections of the HQ POR, and providing concurrences or recommendations for architectural design changes or modifications.
- (5) Coordinating with ORES and the Program Office POC to arrange for moving computers and/or additional voice/data/electrical work to support the removal of rental furniture and installation of permanent furniture.

C. Office of Budget and Performance is responsible for providing ORES with updates to full-time position (FTP) changes, including any approved conversion of contractors to FTPs in order to maintain complete and up-to-date information on facility space requirements.

D. Office of Real Estate Services (ORES) is responsible for:

- (1) Managing TSA's real estate facilities portfolio and is responsible for reporting the status of TSA's portfolio to the department.
- (2) Maintaining communications with facilities points-of-contact (POCs), GSA, and the relevant TSA Program Office requiring real estate services.
- (3) Managing the budget and funding for office space, renovations, furnishings, related services, and physical office moves associated with all TSA programs.

NOTE: In the event office space, furnishings, and/or related services are acquired for TSA offices/programs outside of the (Arlington, VA) HQ buildings or the *Freedom Center*, the requesting TSA office/program must identify funding.

- (4) Providing final approval authority regarding real estate service requests submitted by Program Offices.
- (5) Managing and obtaining funding approval for authorized lease actions, construction modifications, furnishings, related services, and relocation services.
- (6) Ensuring that lessor/GSA has a copy of the POR and instructing them to adhere to the POR specifications for all construction efforts.
- (7) Managing the signature of leases as well as OAs.
- (8) Working with Program Office POCs and ACQ to acquire janitorial services, utilities, etc., if not included in the office space lease.
- (9) Auditing preliminary and final Space Plans, CDs, and DIDs to ensure compliance with TSA authorized staffing allocations, space and construction standards outlined in the POR, and national codes and standards for construction.
- (10) Working with lessor/GSA to correct variances detected during audits, and reviewing and approving all related cost proposals.
- (11) Coordinating review of CDs and DIDs with the Office of Security, OIT, and the Office of Occupational Safety, Health and Environment (OSHE).
- (12) Approving, tracking and managing all requests for rental furniture acquisition or requests to relocate or return rental furniture to the vendor.
- (13) Managing acquisition of new permanent furniture as required and coordinating installation of new permanent furniture to coincide with move/construction schedule.

(14) Providing planning assistance for the physical move of an office from one location to another.

E. Office of Occupational Safety, Health, and Environment (OSHE) is responsible for:

- (1) Providing concurrences or recommendations for architectural design change or modification to ORES.
- (2) Participating in site visits, as required, for evaluating and assessing proposed locations and facilities identified by the ORES for TSA use.

F. Office of Security is responsible for:

- (1) Defining minimum security requirements for facility locations, and providing input regarding the security impact of requests.
- (2) Reviewing drawings received from ORES to ensure compliance with applicable sections of the POR, and providing concurrences or recommendations for architectural design change or modification based on review.
- (3) Participating in facility site visits, as required.

G. Program Offices are responsible for:

- (1) Providing ORES with accurate staffing levels (supported by staffing validation when required) and unique operational space requirements so that the appropriate amount of office and support space may be acquired.
- (2) Coordinating with ORES to prioritize the expenditure of funds for offices requiring space, renovations, and/or furniture.
- (3) Requesting new, expansion, additional, or alternate space, furniture or facilities services as described in Section 7E of this directive.
- (4) Ensuring an approved TSA Form 237 is submitted to ACQ when a procurement action requires TSA to provide space to contractors.
- (5) Identifying POC to work with ORES throughout all phases of a space or furniture project, and participating in kick-off meetings in addition to regularly scheduled meetings to ensure that all goals and objectives are presented.
- (6) Staying within authorized space allocations established by ORES.
- (7) Avoiding any action with lessors that would obligate TSA for funds or otherwise assume responsibility of ORES as outlined in this directive.
- (8) Keeping ORES informed on all aspects of space and furniture projects.

- (9) Notifying ORES of any positions moved from/to HQ or Field buildings, and obtaining ORES approval prior to submitting a Statement of Work (SOW) to ACQ for contracted employees to be housed in HQ facilities.
- (10) Placing routine service calls through the TSA Help Desk for IT problems, issues, or questions.

NOTE: All routine IT requests (e.g., relocation, connection, etc.) will be coordinated through the Facility Manager.

- (11) Notifying their Facility Manager of any space, furniture, or facility related deficiencies or requirements.

H. Facility Managers are responsible for:

- (1) Providing a suitable office environment for TSA Program Offices' respective mission in accordance with approved TSA standards.
- (2) Coordinating all facility operational needs with the lessor/GSA, and any other external sources as needed.
- (3) Procuring and maintaining necessary mail equipment, including postage meters, for Program Office tenants' official use.

NOTE: Postage meters shall be compatible with the U.S. Postal Service's Official Main Accounting System (OMAS) and be assigned a sub-agency numerical code approved by TSA's component Mail Manager.

- (4) Maintaining an Occupant Emergency Plan and distributing same to each functional lead within the office.
- (5) Maintaining a current *Facility Orientation Brochure* that provides the tenant with a general description of all facility related operations and procedures.
- (6) Providing assistance to OSHE in maintaining a safe work environment.

6. POLICY:

- A. TSA will promote and enforce efficient space utilization on the basis of policies and standards contained within this directive with due consideration for mission needs, economy and efficiency.
- B. ORES is the only program entity that has the authority to execute facility related modifications, to include, but not limited to, space acquisition, furniture requirements, and interior modifications.

- C. Purchase Cards: In general, purchase cards **may not** be used to acquire or renovate space, acquire or install furniture (rental or permanent), or for other facility services. Exceptions may be found in the *DHS Purchase Card Program Manual* available via the TSA Intranet.
- D. Renovation/Construction: Projects funded through the tenant improvement allowance included in the lease or by funding obtained outside the lease agreement must adhere to the standards and specifications addressed in the POR.
- E. TSA Space Standards and Build-Out Specifications:
 - (1) Space standards, furniture layouts, and build-out specifications, for administrative space, have been developed and are published in the POR. Allowances are to be considered maximum allocations. More restrictive space allocations may be imposed due to the lack of available space or a lack of sufficient funding to support a full allocation.
 - (2) Funding constraints notwithstanding, the POR space, furniture, and build-out standards shall be applied to ensure consistency in all HQ facility locations. To the extent that lack of funding limits the ability to acquire and renovate space that meets the standards of the POR, ORES will work with the TSA Program Office to establish priorities.
 - (3) Space Standards:
 - (a) In those instances where renovations/construction will be accomplished, the standards published in the POR shall be adhered to. Deviation from the standards on construction drawings will result in the need for re-design to ensure compliance, which may significantly delay the process.
 - (b) Workstation Sizes: see **Appendix**
- F. Space Allowances and Requests:
 - (1) Allowances shall be determined based on the Program Office staffing levels. Data provided by office includes the full complement of budgeted personnel. Office space and furniture will be allocated to TSA programs in accordance with authorized staffing levels and standards associated in the POR.
 - (2) Requests for additional space required for FTPs or contracted employees shall be based on the Office of Acquisition and the program-approved requests for space that are accompanied by a completed TSA Form 237. Examples of space requests include, but are not limited to, Field personnel relocating to HQ, program funds converted for new FTPs, existing contract personnel expansion, etc.
- G. TSA personnel, both employees and contractors, are **not** permitted on the rooftop of any TSA facility without a business justification and prior written consent from the CAO.

H. Parking:

- (1) Within available funding, ORES shall provide one (1) parking space for each official Government vehicle assigned to a Program Office.
- (2) Privately owned vehicle parking spaces are typically acquired in conjunction with the office lease. If not, ORES will work with the facility-level POC and ACQ to contract for them.

I. Furniture:

- (1) ORES authorizes funding for all rental and permanent furniture.
- (2) All rental and permanent furniture shall be ordered through, or approved by ORES.

7. PROCEDURES:

A. This directive is specific to TSA HQ and associated facilities. Refer to TSA MD 200.12 for Field facilities management policy and procedures.

B. Facility Requests:

- (1) ORES will evaluate requests, taking into consideration factors such as space currently occupied and under lease, availability of funding, telecommunications and security impacts, existing lease constraints, fiscal soundness, and operational implications.
- (2) If a request is approved, ORES will work with the Program Office POC and lessor/GSA to acquire, expand, modify, or reconfigure the appropriate space, or acquire furniture or facility service as requested.

C. Utilities and Janitorial Services:

- (1) In most cases, utilities and janitorial services are included in the lease. In the event a lease does not include utilities or janitorial services, ORES will work with ACQ to contract for them.
- (2) Arrangements should be made to have facilities cleaned during normal duty hours. In those areas where arrangements cannot be made to have the office cleaned during normal working hours, an authorized TSA Security Officer shall be assigned to escort the cleaning personnel while in the office, pursuant to DHS MD 11030.1.

D. Release/Return of Space:

- (1) As conditions change (i.e., staffing levels, program changes, space availability, change in lease terms) resulting in reduced space requirements, ORES will work with the Program Office to readjust their space assignment accordingly.

- (2) ORES can initiate right-sizing actions. ORES will work with the TSA Program Office in these cases to select appropriate space to return, and coordinate the orderly return of the space to mitigate disruption to operations.

E. All real estate requests including space, furniture, or facilities services from any office must be submitted via email to the appropriate facility addresses.

- (1) TSA HQ: HQCustomerService@dhs.gov
- (2) *Freedom Center*: FreedomCenter.CustomerService@dhs.gov

8. EFFECTIVE DATE AND IMPLEMENTATION: This policy is effective immediately upon signature.

APPROVAL



9/8/2008

David R. Nicholson, Assistant Administrator for
Finance and Administration/Chief Financial Officer

Date

Filing Instructions: File 200.1.1
Effective Date: Date of Signature
Review Date: Two years from Effective Date
Distribution: All HQ Personnel
Point-of-Contact: Facilities Support, HQCustomerService@dhs.gov, 571-227-2090

Appendix

HQ Workplace Standards

| PAY BAND | SIZE* <i>(square feet)</i> | TYPE |
|---|-------------------------------|-------------|
| SW01 - TSES | 300 | Office |
| SW 02 / 03 / 04 - TSES | 225 | Office |
| <ul style="list-style-type: none"> • K and L • J (<i>supervisors only</i>) | 120 | Office |
| <ul style="list-style-type: none"> • J (<i>non-supervisors</i>) • G / H / I | 64 | Workstation |
| <ul style="list-style-type: none"> • F and below • Contractors | 48 | Workstation |
| <ul style="list-style-type: none"> • 0905 series personnel* | 100 | Office |

*Maximum allowable space; based on configuration/availability, less space may be allocated

**Employees in the 0905-series have special requirements for offices because of legal requirements regardless of pay band. Consult the Office of Chief Counsel.