

<b>DEPARTMENTAL REGULATION</b>		Number: 1610-002
SUBJECT: Management and Payment of USDA (SLUC) Space Costs	DATE: September 14, 1983	
	OPI: Fiscal and Accounting Division, Office of Finance and Management	

1 PURPOSE AND SCOPE

This regulation provides USDA agencies with space management and payment instructions related to FY 1984 and subsequent Standard Level User Charge (SLUC) billings from the General Services Administration (GSA).

It applies to all USDA agencies, except as specifically noted. GSA will continue to bill agencies separately for additional services not included in the GSA SLUC bill; e.g., shop jobs, second shift operations, heat, ventilation and air conditioning (HVAC), guard and other independent service contracts.

2 BACKGROUND

a Congressional Action. Congress took several actions in enacting FY 1983 appropriations because of concern about proposed large FY 1983 increases in Federal Buildings Fund Standard Level User Charges for space managed by GSA. These included:

(1) The FY 1983 Agriculture, Rural Development, and Related Agencies Appropriation Bill (P.L. 97-370) established a single appropriation under Departmental Administration to pay SLUC charges for all USDA agencies (other than the Forest Service). Funding of \$56.4 million was provided which was estimated to equal amounts expended for SLUC during FY 1982 from agencies direct appropriations. SLUC funds were deleted from agencies' appropriations.

(2) The FY 1983 Forest Service (FS) appropriation included language restricting SLUG payments to 1982 GSA rates. SLUC funds, however, were not deleted from the Forest Service appropriations.

(3) Departmental agencies continue to pay SLUC costs incurred for space used for activities financed from non-appropriated funds.

b GSA Billing Address Change. Prior to FY 1983, one Department-wide SLUC bill was received by the Office of Finance and Management (OFM) from GSA covering all space in the Washington, D.C. Complex and field space for agencies serviced by the Central Accounting System (CAS). In addition, separate billings for field space were received and paid directly by non-CAS agencies. Effective with the fourth quarter, FY 1983, GSA was instructed to send all billings to OFM for processing at the National Finance Center (NFC).

c Budget Status. The FY 1984 appropriation request submitted by the Department is consistent with the 1983 Congressional changes. The level requested is based on FY 1984 GSA rates applied to estimated agency space requirements.

### 3 POLICY

a Obligation Limitations. The Department will issue SLUC obligation limitations to Heads of Staff Offices and Agencies. Any action which would require a limitation increase will not be finalized without prior Department level approval. Agencies will inform OFM as soon as it is known that their obligation limitation is in excess of its operational requirements.

b Space Management. Agencies will continue to exercise all delegations of authority to negotiate and execute space agreements with GSA.

### 4 RESPONSIBILITIES

#### a Office of Finance and Management

##### (1) The Budget Staff (BS) will:

(a) Administer budget formulation and presentation processes. Issue budget call notices to all agencies requesting estimates of appropriated and non-appropriated SLUC costs.

(b) Issue formal obligation limitations to Heads of Agencies and Staff Office within amounts appropriated, based on agency budgetary requests.

(c) Receive and act on limitation change requests. Coordinate change actions with the Office of Operations.

(d) Assist agencies in the preparation of and approve operating plans within obligation limitations. Control submission of operating plans to the is National Finance Center for input into systems.

(e) Monitor status of each limitation and total appropriation.

- (f) Issue any special reports related to SLUC appropriation management.
- (2) The Fiscal and Accounting Division (FAD) will:
- (a) Develop and issue regulations for the administration of the SLUC Appropriation in collaboration with other Staff Office Units.
  - (b) Document systems requirements and coordinate implementation with the NFC.
  - (c) Develop and issue to agencies a detailed SLUC Appropriation Management Responsibilities Matrix.
  - (d) Collect and submit accounting codes and distribution percentages to the NFC for staff offices and agencies.
  - (e) Forward GSA SLUC bills to agencies for verification of charges.
  - (f) Distribute SLUC charges to agencies and staff offices based on verified billings.
  - (g) Forward GSA SLUC bill distribution to NFC for processing, together with copies of all chargebacks.
- b Office of Operations. The Facilities Management Division (FMD) will:
- (1) Maintain records of space occupancy within the Washington, D.C. Complex and for Staff Office field locations.
  - (2) Determine the distribution of charges to agencies for space within the D.C. Complex.
  - (3) Verify the accuracy of GSA billings for the D.C. Complex and Staff Office field locations. Prepare related chargebacks.
  - (4) Receive copies of chargebacks prepared by all other organizations.
  - (5) Forward a copy of all chargebacks to FAD/OFM.
  - (6) Negotiate and execute agreements for changes in D.C. Complex and Staff Office field space with GSA.
  - (7) Concur in limitations issued to agencies and staff offices.
  - (8) Participate in budget formulation and presentation.

- c Office of Administrative Systems. The National Finance Center will:
- (1) Revise and maintain systems to record and report SLUC appropriation activity.
  - (2) Pay and distribute GSA billings.
  - (3) Issue quarterly reports to agencies and staff offices comparing planned and actual SLUC obligations.
- d Staff Office and Agencies (Except Forest Service) will:
- (1) Manage space within authorized obligation limitation.
  - (2) Verify the accuracy of GSA SLUC bills.
  - (3) Prepare and send chargebacks to GSA for billing errors. Send a copy to FMD/OO.
  - (4) Provide data required for budget formulation.
  - (5) Request obligation limitation increase when need becomes known with supporting justification. Inform BS/OFM if limitation exceeds needs.
  - (6) Develop and submit operating plan to BS/OFM for approval. Revise as needed.
  - (7) Prepare Billing Distribution Reports (See figure 1 and Appendix A):
    - (a) Submit to BS/OFM an initial estimate of total SLUC funding needs for the upcoming or new fiscal year by October 1 annually.
    - (b) Submit to BS/OFM quarterly, Distribution Reports for SLUC costs billed by GSA, including chargeback information (see figure 1 and Appendix A for reporting criteria). Add justification for changes to amounts included in the annual October 1 estimates for the reporting agency.
  - (8) Prepare and submit adjustment documents to appropriate organizations (e.g., GSA, NFC). Send copy of interagency documents to FAD/OFM.
  - (9) Provide FAD OFM with non-appropriated fund accounting codes and related percentages for NFC distribution of SLUC costs. Agencies having a large number of internal codes should provide NFC with default or a single overall code by primary area or type. Agencies are to make necessary accounting adjustments for internal reporting purposes.

(10) Review and concur in FMD/00 space verifications, for the D.C. Complex.

(11) Provide SLUC accounting codes and distributed data for the Green Book.

e Forest Service will:

(1) Verify the accuracy of GSA SLUC bills.

(2) Prepare and send chargebacks to GSA for billing errors. Send a copy to FMD/OO.

(3) Review and concur in FMD/00 space verifications for the D.C. Complex.

(4) Provide SLUC accounting codes and distributed data for the Green Book.

5 INQUIRIES

Direct all inquiries to the responsible organizational units identified in this Regulation.

APPENDIX A

INSTRUCTIONS FOR PREPARING THE SLUC BILLING

DISTRIBUTION REPORT

Section I. Report agency name and SLUC estimate or quarterly billed amount.

Section II. Prepare as follows:

1.

Report anticipated new fiscal year SLUC billing for agency occupied space (GSA), prorated by fund type. Report is due by October 1 annually.

2.

Report quarterly SLUC billing distribution by fund type. Provide an explanation for any significant distribution change over that reported in Section 2 of the annual October 1 report. Quarterly reports are due within 20 calendar days after agency receipt of the GSA billing data. Indicate reporting period, i.e., 1st quarter.

3.

Distribution percentages must total 100.00% (item G).

Section III. 1. Prepare adjustments based on approved chargeback(s) since last report. Distribute chargeback(s) adjustments to proper fund type.

2.  
Attach a copy of approved  
chargeback document(s).

3.  
Item "G" must total billed  
amount reported in Section I.

Section IV. Complete report by providing  
agency contact, telephone number and approving  
official's signature.

Send each report in duplicate (including attachments) to the Budget Staff, OFM, Room 10-A,  
Administration Building, Washington, D.C. 20250.

FIGURE A-1

FY 1984 SLUC Billing Distribution Report

I. Agency Name  
Billed Amount

II. Distribution of Billing                      FY '84 Current  
in Dollars and Percent                      Reporting Period

D.C. Complex                      Field  
Amount Percent    Amount Percent

A. Appropriated

B. Reimbursements

C. Working Capital Fund

D. Other Revolving Funds

E. Trust Fund

F. Other (Specify)

G. Subtotal (A-F)	100.00	100.00
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III. Chargebacks

Amount (only)

Amount (only)

H. Appropriated

I. Reimbursements

J. Working Capital Fund

K. Other Revolving Funds

L. Trust Fund

M. Other Specify

N. Subtotal (H-M)

O. Total (G minus N)



IV. Agency Contact Name and Title:

Agency Contact Telephone Number:

Approved:

Approving Official

Title

Date

Send each report, in duplicate to Budget Staff, OFM, Room 10-A,  
Administration Building, Washington, D.C. 20250