

**WORK SPACE MANAGEMENT PLAN AND BUDGET JUSTIFICATION**

INTERAGENCY REPORT CONTROL NO. 0323-GSA-XX

AGENCY	ACCOUNT TITLE
BUREAU	ACCOUNT ID CODE

SECTION I - WORK SPACE MANAGEMENT PLAN		PRIOR YEAR	CURRENT YEAR	BUDGET YEAR
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<b>A. OFFICE UTILIZATION RATE ESTIMATES</b>  <i>(NOTE: Only agencies that classify their rented or owned office space according to actual use rather than predominant use will be able to complete items 2, 3, and 4.</i>	<b>1. GSA CONTROLLED SPACE</b>	AVERAGE OFFICE UTILIZATION RATE			
		SUPPLEMENTAL SPACE FACTOR			
		ADJUSTED OFFICE UTILIZATION RATE			
	<b>2. AGENCY-RENTED SPACE</b>	AVERAGE OFFICE UTILIZATION RATE			
		SUPPLEMENTAL SPACE FACTOR			
		ADJUSTED OFFICE UTILIZATION RATE			
	<b>3. AGENCY-OWNED SPACE</b>	AVERAGE OFFICE UTILIZATION RATE			
		SUPPLEMENTAL SPACE FACTOR			
		ADJUSTED OFFICE UTILIZATION RATE			
	<b>4. TOTAL SPACE</b>	AVERAGE OFFICE UTILIZATION RATE			
SUPPLEMENTAL SPACE FACTOR					
ADJUSTED OFFICE UTILIZATION RATE					
<b>5. FY UTILIZATION RATE OF 135 WILL BE ACHIEVED</b>					
GSA CONTROLLED SPACE		AGENCY-CONTROLLED SPACE			

<b>B. PERSONNEL AND WORK-STATION ESTIMATES</b>  <i>(Applies only to space reported on this form.)</i>  <i>NOTE: Only agencies that classify their rented or owned office space according to actual use rather than predominant use will be able to complete items 3b, 3c, and 3d.</i>	<b>1. TOTAL AGENCY FTE</b>						
	<b>2. PERSONNEL</b>	<b>a. GSA CONTROLLED SPACE</b>	PERMANENT				
			PEAK PT AND CYCLICAL				
			NON-AGENCY				
				TOTAL GSA SPACE			
		<b>b. AGENCY-RENTED SPACE</b>	PERMANENT				
			PEAK PT AND CYCLICAL				
			NON-AGENCY				
				TOTAL AGENCY-RENTED SPACE			
		<b>c. AGENCY-OWNED SPACE</b>	PERMANENT				
	PEAK PT AND CYCLICAL						
	NON-AGENCY						
			TOTAL AGENCY-OWNED SPACE				
	<b>3. WORK-STATIONS</b>	a. GSA-CONTROLLED SPACE					
		b. AGENCY-RENTED SPACE					
c. AGENCY-OWNED SPACE							
d. TOTAL WORKSTATIONS							

<b>C. WORK SPACE ESTIMATES (SQ. FT. 000)</b>  <i>(Use end of year estimates, except where noted.)</i>  <i>NOTE: Item 2 must include all space obtained from non-Federal sources, whether or not the agency pays for it. Items 2, 3, and 4; Agencies that classify their rented or owned space according to actual use must report all categories. Agencies that classify their rented or owned space by predominant use should convert their total gross or net space to occupiable as prescribed in Sect. 101-17.003(d) of FPMR Temp. Reg. D-73.</i>	<b>1. GSA CONTROLLED SPACE</b>	<b>a. MARCH 15, PY BASE (Agency estimates)</b>	OFFICE SPACE		
			NON-OFFICE SPACE (Ex. park.)		
			PARKING-INSIDE		
			TOTAL		
	<b>2. AGENCY-RENTED SPACE</b>	<b>b. REQUIRED</b>	OFFICE SPACE		
			NON-OFFICE SPACE (Ex. park.)		
			PARKING-INSIDE		
			PARKING-OUTSIDE		
			TOTAL		
	<b>3. AGENCY-OWNED SPACE</b>	OFFICE SPACE			
		TOTAL			
		<b>4. TOTAL</b> <i>NOTE: This total is the sum of 1b, 2, and 3.</i>		OFFICE SPACE	
			PARKING (1b and 2 only)		
			TOTAL		

NAME AND TITLE OF PREPARER	TELEPHONE NO.	DATE
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INTERAGENCY REPORT CONTROL  
No. 0323-GSA-XX

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SECTION II - RENT AND RELATED OBLIGATION ESTIMATES			PRIOR YEAR	CURRENT YEAR	BUDGET YEAR	
A. GSA CONTROLLED SPACE	1. AVERAGE RATES PER SQUARE FOOT (\$/Sq. Ft.)	a. FROM GSA RENT BILLS OR BUDGET ESTIMATES	OFFICE SPACE			
			NON-OFFICE SPACE			
			TOTAL			
		b. AGENCY EST. (Explain difference over +/- 5% in "REMARKS")	OFFICE SPACE			
			NON-OFFICE SPACE			
			TOTAL			
		2. AVERAGE WORK SPACE ESTIMATES (Sq. Ft. 000) (To compute annual GSA rental amounts)	OFFICE SPACE			
			NON-OFFICE SPACE			
			TOTAL			
		3. ANNUAL GSA RENTAL AMOUNTS (\$000)	OFFICE SPACE			
			NON-OFFICE SPACE			
			TOTAL			
		4. ADJUSTMENTS (\$000)	- CONGRESSIONAL LIMITATIONS			
			+ JOINT USE SPACE			
			+/- OTHER (Explain in "REMARKS")			
	5. TOTAL RENTAL PAYMENTS TO GSA (\$000) (Object Class 23.1)					
	6. FUNDING SOURCES (\$000)	a. DIRECT APPROPRIATION				
		b. OTHER (List separately in "REMARKS")				
	7. OTHER PAYMENTS (\$000) (Object Class 25.0)	a. EXTRA SERVICES (Above level provided by basic GSA rent)				
		b. SUB-LEASES OF GSA CONTROLLED SPACE				
B. AGENCY-RENTED SPACE AND LAND	1. RENTAL PAYMENTS BY TYPE (\$000)	OFFICE SPACE				
		NON-OFFICE SPACE (Ex. parking)				
		PARKING				
		OTHER LAND				
		OTHER RENTALS				
	2. TOTAL RENTAL PAYMENTS TO OTHERS (\$000) (Object Class 23.2)					
3. OTHER PAYMENTS (\$000) (Object Class 25.0)	a. EXTRA SERVICES (Above level provided by basic rent)					
	b. SUB-LEASES OF NON-GSA CONTROLLED SPACE					

REMARKS (If additional space is necessary, attach separate sheets and key answers to item numbers)

NAME AND TITLE OF PREPARER	TELEPHONE NO.	DATE
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## INSTRUCTIONS FOR COMPLETING GSA FORM 3530

### GENERAL

**Authority.** FPMR Temporary Regulation D-73, Quality Workplace Environment, requires the head of each Federal agency to prepare an annual work space management plan. Both this regulation and OMB Circular No. A-11, Preparation and Submission of Budget Estimates, require that agencies submit to GSA and OMB copies of their work space management plans and related rent and obligation estimates as part of their annual budget submissions.

**Organization of Agency Submissions.** Each agency's submission must be organized to support its budget request. This means that, for most large agencies, the agency's submission will consist of: (1) separate plans prepared by each bureau, operating entity, or other subordinate organization that makes rental payments or owns property; and (2) an agency-wide summary of the bureau plans. Agencies whose real property is held and/or paid for centrally will only have to submit a single agency-wide plan.

**Fiscal Years Covered by Plans.** Each plan will provide estimates for the fiscal years covered by the corresponding budget cycle. For example, for the 1989 budget cycle, the "prior year" is 1987, the "current year" is 1988, and the "budget year" is 1989.

**Timing of Submissions.** Plans are to be submitted to GSA and OMB with the agency's initial budget submission according to the schedule established by OMB. Agencies must also submit updated plans which reflect any changes based on OMB budget guidance for the budget year, Congressional action for the current year, and the final end-of-year actual numbers for the prior year. The updated plans are due by March 1.

Agencies are encouraged to submit their plans in a computer-readable format. Those agencies wishing to do so should contact GSA for the proper record format.

### SECTION I: WORK SPACE MANAGEMENT PLAN

#### Part A - Office Utilization Rate Estimates

**Item 1. GSA-controlled space.** Compute the average office utilization rate by dividing the square feet of GSA-controlled office space, including supplemental space, by the number of workstations in GSA-controlled space. Compute the adjusted office utilization rate by subtracting the supplemental space factor from the average office utilization rate. Only use supplemental space factors that have been approved by GSA. If the agency and GSA have not reached agreement on the supplemental space factors, leave these fields blank. An example for computing the adjusted office utilization rate follows:

If the average office utilization rate, including supplemental space is 135 square feet per workstation and the supplemental space factor is 15 square feet per workstation, compute the adjusted office utilization as:

$$\begin{aligned} \text{Adj. office util. rate} &= 135 - 15 \\ &= 120 \text{ square feet per workstation} \end{aligned}$$

**Items 2 and 3. Agency-rented space and agency-owned space.** Compute the average and adjusted office utilization rates in the same manner as the corresponding rates for GSA-controlled space. Note that only agencies that classify their rented or owned office space according to actual use (*by assignment*) rather than predominant use (*by building*) will be able to compute rates for such space.

**Item 4. Total space.** Compute the agency's total average office utilization rates in the same manner as the corresponding rates for GSA-controlled space. Compute the supplemental space factor for the total agency based on the total supplemental space and workstations throughout the agency.

Note that only agencies that complete Items 2 and 3 will be able to compute office utilization rates for their total space.

**Item 5. FY utilization rate of 135 will be achieved.** Show separately for both GSA-controlled and agency-controlled space the fiscal years in which the agency plans to achieve the 135 square feet per workstation adjusted office utilization rate goal.

#### Part B - Personnel and Workstation Estimates

**Item 1. Total Agency FTE.** Note that these estimates only apply to work space reported on the form. For example, bureau-level plans should only report that portion of the agency's total FTE ceiling that applies to the bureau.

**Item 2. Personnel.** Estimate and report all personnel housed in all types of work space in the following categories: full-time permanent personnel, part-time, cyclical or temporary employees of the agency, and non-agency personnel (*i.e., contractors or other agencies' staff*).

**Item 3. Workstations.** Develop workstation estimates only for personnel housed in office space. Note that agencies that are not able to estimate separately their office space for agency-rented or agency-owned space will not be able to estimate the number of workstations in that space. However, all agencies are required to estimate the number of workstations in their GSA-controlled space. If the agency requires more workstations in its office space than the number of personnel housed there, attach a justification for this requirement.

#### Part C - Work Space Estimates

**Item 1. GSA-controlled space.** Present all estimates of GSA-controlled work space levels according to the categories shown on the form. Except for the "March 15, PY Base" estimates, all work space estimates should be end-of-year square footage levels. All estimates must only include work space assigned to the agency and must not include any joint-use space that is shown on the GSA rent bills but is not assigned to the agency. Obtain the "March 15, PY Base" data from agency records of GSA-controlled work space rather than from the information reported by GSA in its annual rent budget estimates. Attach an explanation of any major differences (*i.e., +/- 5% in any category*) between agency and GSA estimates and the actions taken to resolve them.

If major acquisition, renovation, or consolidation projects are required to implement an agency's plan, full details must be attached in accordance with Section 101-17.007(h) of FPMR Temporary Regulation D-73.

**Items 2 and 3. Agency-rented and agency-owned space.** Estimate and report separately the total occupiable work space leased directly from **non-Federal sources** (*i.e., agency-rented space*) and occupiable work space owned (*i.e., agency-owned space*). Non-Federal sources include commercial landlords, other governments, private individuals, universities, and other institutions. If the agency classifies its rented or owned work space according to actual use rather than predominant use, provide separate estimates of agency-rented office, non-office, and parking space and agency-owned office space. If the agency classifies its rented or owned space by predominant use, convert total gross or net square feet estimates to occupiable square feet as prescribed in Section 101-17.003(d) of FPMR Temporary Regulation D-73. Conversion factors used by agencies should be attached to the plan. Do not include in the estimates of agency-rented space any work space leased, subleased, or otherwise obtained from other Federal entities. Such work space is reported in the plans of those entities. Space leased by the agency under a lease acquisition delegation from GSA will be considered agency-rented space. Space available for temporary use by other agencies should be listed in an attachment to the plan in accordance with Section 101-17.005(e) of FPMR Temporary Regulation D-73.

**Item 4. Total space.** Report the total end-of-year estimates for all work space owned or paid for. Note that only those agencies that report their rented and owned office space and parking will be able to provide subtotals of their total work space in these categories. The total office space should be the sum of only the office space shown in Items 1b, 2 and 3. The total line in Item 4 will reflect non-office space and should be the sum of the totals shown in Items 1b, 2 and 3.

### SECTION II: RENT AND RELATED OBLIGATION ESTIMATES

Agencies that wish to do so may use this section to report to OMB the budget information that it requires to justify estimated rental payments for space and land. Otherwise, agencies are required to submit to OMB Section I of this form and a separate report in the format of Exhibit 24D in the OMB budget circular. The following instruction for completing Section II of this form are consistent with OMB guidance.

#### Part A - GSA-Controlled Space

**Item 1. Average rates per square foot.** Report the average GSA rental rates for each year based on the most recent GSA rent bills or budget estimates for that year. Then, show the average rental rate estimates used by the agency to compute its annual GSA rental amounts. If the agency's estimates differ from the corresponding GSA-published rates by more than 5%, attach an explanation of those differences.

**Item 2. Average work space estimates.** Compute and report average work space estimates for each fiscal year that are weighted to reflect the size and timing of planned increases and decreases from the end of year square footage estimates shown in Section I. Do not include any joint-use space in the average work space estimates.

**Item 3. Annual GSA rental amounts.** Compute the estimated total annual GSA rental amounts for each fiscal year by multiplying the average work space estimates for the year by the corresponding average rental rates.

(Continued on reverse)

Item 4. **Adjustments.** Estimate and report separately any adjustments that must be made to the estimated annual GSA rental amounts to determine the final obligation estimates for rental payments to GSA. Guidance on these adjustments is given in Section 24.4 of the OMB budget circular.

Item 5. **Total rental payments to GSA.** Compute the final obligation estimates for total rental payments to GSA for each year as the sum of the total annual GSA rental payment plus or minus the indicated rent adjustments. Verify that these estimates equal the corresponding amounts reported to OMB under object class 23.1 in the object classification schedule.

Item 6. **Funding sources.** Indicate the amount of the estimated obligations funded out of direct appropriations to the agency and the amounts funded from other sources (e.g., revolving funds or reimbursements).

Item 7. **Other payments.** Estimate and report any payments for extra services (e.g., cleaning, security, etc.) in GSA-controlled space beyond those services provided by the basic GSA rental rate. Also estimate and report any reimbursements to be made to other agencies or bureaus for GSA-controlled space subleased by the agency but for which the other agencies or bureaus actually pay GSA. Such space and the rental payments associated with it are reported by the agency or bureau that pays GSA. Include both types of estimates in the amount reported to OMB under object class 25.0 in the object classification schedule.

#### Part B - Agency-Rented Space and Land

Item 1. **Rental payments by type.** For space, other structures and facilities, and land rented by the agency from non-Federal sources (e.g., commercial landlords, other governments, private owners, etc.), estimate and report separately the annual rental payments for office space, non-office space (excluding parking if identified separately), parking, other land, and other rentals (e.g., other structures and facilities).

Item 2. **Total rental payments to others.** Compute and report the total rental payments to others (i.e., to non-Federal sources) for each year as the sum of the rental payments by type for that year. Verify these totals equal the corresponding amounts reported to OMB under object class 23.2 in the object classification schedule.

Item 3. **Other payments.** Estimate any payments for extra services (e.g., cleaning, security, etc.) in space obtained from non-Federal sources beyond those services provided by the basic rental rate. Also estimate any reimbursements to other agencies or bureaus for any non-GSA space which the other agencies own or for which those agencies pay non-Federal sources. Such space and any rental payments associated with it are reported by the agency or bureau that owns the space or pays the rent bills. Include both types of estimates in the amounts reported to OMB under object class 25.0 in the object classification schedule.

#### SUMMARY OF POTENTIAL ATTACHMENTS:

(NOTE: Please refer to the following attachment numbers when combining separate attachments on a single sheet of paper.)

1. Justification for number of workstations exceeding number of personnel in office space.
2. Explanation of differences of 5% or more between GSA and agency estimates of "March 15, PY Base" square footage.
3. List of major acquisitions, renovations, or consolidations required to implement agency plan. This list must also include timing, amount of work space, and cost of each action.
4. Conversion factors used by agencies that classify their owned or rented work space by predominate rather than actual use in converting gross or net square footage estimates to occupiable square footage.
5. Explanation of differences of 5% or more between GSA and agency average rates per square foot used to compute annual GSA rental amounts.
6. Explanation of unusual adjustments to annual GSA rental amounts to determine annual obligations estimates.
7. List of vacant, agency-controlled space available for use by other Federal agencies.