UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
Real Property Management Division

CONGRESSIONAL QUARTERLY REPORT MANUAL

Revised February 3, 2011

I. INTRODUCTION

Under the Budget Appropriations Bill, House Report 108-576, the Department of Commerce (DOC) is required ". . . to submit quarterly reports providing details of all office moves, openings, reductions, and closings, and the costs associated with all office moves." To adhere to this requirement, the National Oceanic and Atmospheric Administration (NOAA) must submit quarterly reports to DOC for all acquisition, lease (DOC and GSA), and new construction space actions for office moves, openings, reductions, and closings.

II. ROLES AND RESPONSIBILITIES

The Real Property Management Division (RPMD) of the Office of the Chief Administrative Officer (OCAO) holds the primary responsibility for requesting updates, coordinating input, and verifying data for the Congressional Quarterly Report. The data will be provided by the Real Property Management Division and the Project Planning and Management Division to report accurate data and current updates for NOAA's real estate activities.

Real Property Management Division

The Real Property Management Division (RPMD) will be responsible for reporting and updating all acquisition and lease (DOC and GSA) space actions for office moves, openings, reductions, and closings. Space actions will be reported at the time of inception and updated quarterly until completion. The quarterly reports will be coordinated at the following regions:

- **National Capital Region:** Christian Townsend, Todd Sellars
- **Eastern Region:** Nancy L. King
- **Western Region:** David A. Garton

Project Planning and Management Division

The Project Planning and Management Division (PPMD) will be responsible for reporting and updating all new construction space actions for office moves and openings. Space actions will be reported at the time of inception and updated quarterly until completion. The quarterly reports will be coordinated at the following region:

- **National Capital Region:** Deborah Johnson, PPMD

III. OFFICE MOVES

An OFFICE MOVE is when NOAA relinquishes existing office space and moves into different office space, which may include a physical relocation within the same building or new geographical location, not to include internal office space moves backfilled by NOAA occupants.

A. FEE AND LEASE ACQUISITION

RPMD will provide on the RPMD-FEE and LEASE ACQUISTION tab, the following information for all fee and lease acquisition (DOC and GSA) office.

Entry Year: The Fiscal Year the space action (GSA or RPMD) acquisition plan is approved.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("B" for Boulder; "K" for Kansas City; "L" for Logistics Division; "N" for Norfolk; "R" for RPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

Moving From City: Identify the city the Line Office is moving from.

State: Identify the state the Line Office is moving from.

GSA (Y/N): Identify whether the Line Office is moving from is a GSA space assignment (Yes or No).

Moving To City: Identify the city the Line Office is moving to.

State: Identify the state the Line Office is moving to.

GSA (Y/N): Identify whether the Line Office is moving to a GSA space assignment (Yes or No).

Square Feet: Provide the number of square feet the Line Office is moving into.

Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees moving into the new office space.

Target Move Date: Provide the estimated move-in date. If the Target Move Date has passed when subsequent reports are prepared, update the Target Move Date (e.g. initial entry had a Target Move Date of April 15th and the office move has not occurred by the June 30th report date; please update the April 15th Target Move Date beyond the June 30th date).

Budgeted Cost of Physical Move: Cost of move from current to new space.

Budgeted Cost of Construction: Any lump sum payment in addition to the amortized tenant build-out portion of the rent for the new space. For GSA space, this is the amount of the RWA that is provided to GSA.

Budgeted Cost of FFE: Cost of Furniture, Fixtures, and Equipment for new space.

Budgeted Total Cost: The sum of the previous three columns ("Cost of Physical Move", "Cost of Construction", and "Cost of FFE").

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

B. CAPITAL CONSTRUCTION

PPMD and Program Offices that independently construct facility projects will provide on the PPMD-CAPITAL CONSTRUCTION tab, the following information for all new construction office moves.

Entry Year: The Fiscal Year the space action is funded in appropriation.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("K" for Kansas City; "P" for PPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

Moving From City: Identify the city the Line Office is moving from.

State: Identify the state the Line Office is moving from.

GSA (Y/N): Identify whether the Line Office is moving from is a GSA space assignment (Yes or No).

Moving To City: Identify the city the Line Office is moving to.

State: Identify the state the Line Office is moving to.

GSA (Y/N): Identify whether the Line Office is moving to a GSA space assignment (Yes or No).

Square Feet: Provide the number of square feet the Line Office is moving into.

Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees moving into the new office space.

Target Move Date: Provide the estimated move-in date. If the Target Move Date has passed when subsequent reports are prepared, update the Target Move Date (e.g. initial entry had a Target Move Date of April 15th and the office move has not occurred by the June 30th report date; please update the April 15th Target Move Date beyond the June 30th date).

Budgeted Cost of Physical Move: Cost of move from current to new space.

Budgeted Cost of Construction: Cost of construction (include costs for Business Case, Scoping, Design, and Construction from PPMD Quad Chart).

Budgeted Cost of FFE: Cost of Furniture, Fixtures, and Equipment for new space.

Budgeted Total Cost: The sum of the previous three columns ("Cost of Physical Move", "Cost of Construction", and "Cost of FFE").

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

IV. OFFICE OPENINGS

An OFFICE OPENING is when NOAA establishes a new office to support a new or expansion mission initiative, not to include an OFFICE MOVE (reference Paragraph III).

A. FEE AND LEASE ACQUISITION

RPMD will provide on the RPMD-FEE and LEASE ACQUISTION tab, the following information for all fee and lease acquisition (DOC and GSA) office openings.

Entry Year: The Fiscal Year the space action (GSA or RPMD) acquisition plan is approved.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("B" for Boulder; "K" for Kansas City; "L" for Logistics Division; "N" for Norfolk; "R" for RPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

City: Identify the city the office is opening in.

State: Identify the state the office is opening in.

GSA (Y/N): Identify whether the office opening is a GSA space assignment (Yes or No).

Square Feet: Provide the number of square feet for the office.

Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees for the office space.

Target Move Date: Provide the estimated move-in date. If the Target Move Date has passed when subsequent reports are prepared, update the Target Move Date (e.g. initial entry had a Target Move Date of April 15th and the office move has not occurred by the June 30th report date; please update the April 15th Target Move Date beyond the June 30th date).

Budgeted Cost of Physical Move: Cost of move to new space.

Budgeted Cost of Construction: Any lump sum payment in addition to the amortized tenant build-out portion of the rent for the new space. For GSA space, this is the amount of the RWA that is provided to GSA.

Budgeted Cost of FFE: Cost of Furniture, Fixtures, and Equipment for new space.

Budgeted Total Cost: The sum of the previous three columns ("Cost of Physical Move", "Cost of Construction", and "Cost of FFE").

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

B. CAPITAL CONSTRUCTION

PPMD and Program Offices that independently construct facility projects will provide on the PPMD-CAPITAL CONSTRUCTION tab, the following information for all new construction office openings.

Entry Year: The Fiscal Year the space action is funded in appropriation.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("K" for Kansas City; "P" for PPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

City: Identify the city the office is opening in.

State: Identify the state the office is opening in.

GSA (Y/N): Identify whether the office opening is a GSA space assignment (Yes or No).

Square Feet: Provide the number of square feet for the office.

Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees for the office space.

Target Move Date: Provide the estimated move-in date. If the Target Move Date has passed when subsequent reports are prepared, update the Target

Move Date (e.g. initial entry had a Target Move Date of April 15th and the office move has not occurred by the June 30th report date; please update the April 15th Target Move Date beyond the June 30th date).

Budgeted Cost of Physical Move: Cost of move to new space.

Budgeted Cost of Construction: Cost of construction (include costs for Business Case, Scoping, Design, and Construction from PPMD Quad Chart).

Budgeted Cost of FFE: Cost of Furniture, Fixtures, and Equipment for new space.

Budgeted Total Cost: The sum of the previous three columns ("Cost of Physical Move", "Cost of Construction", and "Cost of FFE").

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

V. OFFICE REDUCTIONS

An OFFICE REDUCTION is when NOAA reduces the total square footage occupied in the same location or building.

RPMD will provide on the RPMD-FEE and LEASE ACQUISTION tab, the following information for all fee and lease acquisition (DOC and GSA) office reductions.

Entry Year: The Fiscal Year the space action is requested.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("B" for Boulder; "K" for Kansas City; "L" for Logistics Division; "N" for Norfolk; "R" for RPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

City: Identify the city the office is reducing space.

State: Identify the state the office is reducing space.

GSA (Y/N): Identify whether the Line Office is reducing space in a GSA space assignment (Yes or No).

Present Square Feet: Provide the current number of square feet for the office.
Square Feet to be Reduced: Provide the number of square feet to be reduced.

Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees for the office space.

Target Reduction Date: Provide the estimated date the office space will reduce. If the Target Reduction Date has passed when subsequent reports are prepared, update the Target Reduction Date (e.g. initial entry had a Target Reduction Date of April 15th and the office reduction has not occurred by the June 30th report date; please update the April 15th Target Reduction Date beyond the June 30th date).

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

VI. OFFICE CLOSINGS

An OFFICE CLOSING is when NOAA permanently closes an office, not to include an OFFICE MOVE (reference Paragraph III).

RPMD will provide on the RPMD-FEE and LEASE ACQUISTION tab, the following information for all fee and lease acquisition and lease (DOC and GSA) office closings.

Entry Year: The Fiscal Year the space action closing plan is approved.

Unique Number: Identification number assigned with the first letter of the geographical reporting office ("B" for Boulder; "K" for Kansas City; "L" for Logistics Division; "N" for Norfolk; "R" for RPMD-HQ; "S" for Seattle) and the next consecutive number for the space action. Number is unique until the action is completed or withdrawn.

Bureau: Bureau acronym (e.g. NOAA).

Line Office: Line Office acronym responsible for the space action (e.g. NWS)

City: Identify the city the office is closing in.

State: Identify the state the office is closing in.

GSA (Y/N): Identify whether the office closing is a GSA space assignment (Yes or No).

Square Feet: Provide the number of square feet in the space being closed.
Gross, Usable, Rentable: Identify the type of square footage reported. GSA space should always be reported in Rentable Square Feet.

Number Employees: Provide the number of employees currently located in the closing office.

Target Closing Date: Provide the estimated date the office will close. If the Target Closing Date has passed when subsequent reports are prepared, update the Target Closing Date (e.g. initial entry had a Target Closing Date of April 15th and the office close has not occurred by the June 30th report date; please update the April 15th Target Closing Date beyond the June 30th date).

Comments: Provide pertinent and current information regarding the status of the space action. Upon completion/withdrawal, enter "COMPLETE" or "WITHDRAWN" and the date. The space action will be removed in the next quarter's report.

VII. QUARTERLY REPORTING SCHEDULE & CONTACT

DOC requests the Bureau Congressional Quarterly Report updates by the 10th of each month following the end of the quarter. To enable NOAA to meet these quarterly deadlines, provide at least 3 business days for NOAA-wide review, and forward the finalized report for CAO review and approval, the following reporting schedule has been established:

1st Quarter: Last Friday in December
2nd Quarter: Last Friday in March
3rd Quarter: Last Friday in June
4th Quarter: Last Friday in September

Submit all Congressional Quarterly Report updates, questions, and deadline extension requests via e-mail to: Sheryl.M.Miller@noaa.gov.