



# REAL PROPERTY MANAGEMENT DIVISION POLICY BULLETIN NUMBER 1

May 25, 2005  
Rev. March 26, 2007

Subject: Processing of GSA Occupancy Agreements

Category: GSA Assignments

## I. INTRODUCTION

In a continued effort to promote consistency throughout the National Oceanic and Atmospheric Administration (NOAA), the Real Property Management Division (RPMD) of the Office of the Chief Administrative Officer (OCAO) has established a review process for all GSA Occupancy Agreements (OAs) for space occupied by NOAA. Each OA will be reviewed by the GSA Rent Program Manager prior to NOAA approval and signature. This handbook provides guidance on the entire OA review process, outlines the criteria for prior Chief Administrative Officer (CAO) approval, and identifies the RPMD delegated officials with OA signature authority.

## II. OA REVIEW REQUEST

RPMD Realty Specialists will initially review all OAs for NOAA space assignments to ensure it meets the Line Office's mission-related space requirements prior to forwarding to the GSA Rent Program Manager for review. Each OA review request must be accompanied with a completed **GSA Occupancy Agreement (OA) Request Form (Exhibit A)**.

As part of the review process, the Line Office occupying the space must concur with the terms, conditions, and financial obligations of Draft and Final OAs by signing below the signature blocks. The RPMD Realty Specialists will provide guidance and explanation to the Line Office personnel.



## **DRAFT OAs**

Draft OAs will be forwarded with a completed **GSA Occupancy Agreement (OA) Request Form** to the GSA Rent Program Manager for review. Draft OAs that meet the CAO Approval Criteria (reference Paragraph V) will then be forwarded to the CAO, or delegated official, for approval. Draft OAs that do not meet the CAO Approval Criteria may be approved and signed by the RPMD Delegated Official (reference Paragraph VI), upon receipt of e-mail notification from the GSA Rent Program Manager.

## **FINAL OAs**

Final OAs may be approved and signed by the RPMD Delegated Official, upon receipt of e-mail notification by the GSA Rent Program Manager. A copy of all Final OAs must be sent to the GSA Rent Program Manager for input into Federal RPM. Final OAs for GSA leased space should include a copy of the fully-executed commercial lease. The GSA Rent Program Manager will report all approved and signed Final OAs that meet the CAO Approval Criteria in the NOAA CAO Weekly Status Report.

## **GSA Occupancy Agreement (OA) Request Form Definitions:**

***Type of Request/OA:*** Check the correct box next to the type of request or type of OA requesting review. This information is cross-referenced with the Congressional Quarterly Report and Exhibit 54 Report.

***New Space:*** OA for new space requests only.

***Continuing Need for Existing Space – Succeeding OA:*** Line Office has a continuing need to remain in the existing space, also referred to as a succeeding OA.

***Reduction of Space:*** OA to modify the existing space for a reduction in the occupied square footage. Please indicate the approximate number of square feet to be *reduced* from the original OA.

***Expansion of Space:*** OA to modify the existing space for an increase in the occupied square footage. Please indicate the approximate number of square feet to be *increased* from the original OA.

***Move or Relocation:*** OA for different space for the Line Office, due to a move or relocation. If this box is checked, please indicate the City, State, and either the GSA CBR No. or NOAA Lease No. from the space the Line Office is moving or relocating *from*. If the Line Office is vacating GSA space, be sure to complete a separate request for the Termination of the existing space.

**Termination:** When Line Office vacates GSA space, indicate the effective date of the termination, fill in the Line Office, attach a copy of the signed notice of termination sent to GSA, and send to the GSA Rent Program Manager. Upon receipt of this information, the space assignment may be archived in Federal RPM.

**Other:** Please explain the reason the OA was generated, as this is typically used for unique situations.

**OA Number:** Please include the OA number from the OA Financial Summary.

**Line Office at Occupant Level:** Identify the Line Office occupying the space (e.g. NOS, NMFS, NESDIS, etc.). For multi-tenant space, please include all Line Office occupants and their respective percentages of occupancy. This information is used for monthly GSA Rent processing and Federal RPM space allocation verification.

**Personnel Counts:** Enter the number of employees for each category (full-time, military, part-time, summer students, contractors, and detailees) that occupy the GSA leased space for Federal RPM data verification.

**Accounting Information for GSA Rent (Org and Project Code):** For New GSA Space Assignments only, please include the organization and project code accounting information provided by the Line Office for the GSA Rent.

**Brief Justification for Space Requirement:** For OAs that meet the CAO Approval Criteria, please include a brief justification from the Line Office for the mission-related space requirement. Describe the current location, proposed location, requirement needs, lease terms, and any other pertinent information.

**RPMD Realty Specialist Name:** Please provide the RPMD Realty Specialist name for contact purposes.

### III. OA REVIEW

Upon receipt of the completed **GSA Occupancy Agreement (OA) Request Form** and the required supporting documentation, the GSA Rent Program Manager will review the OA and reply via e-mail within 5 workdays.

OAs meeting at least one of the CAO Approval Criteria will be forwarded to the National Capital Region in Silver Spring for approval by the CAO, or delegated official. The GSA Rent Program Manager will complete the certification portion of the **GSA Occupancy Agreement (OA) Certification and Approval Form (Exhibit B)** and prepare the OA package for CAO approval.

OAs not meeting the CAO Approval Criteria will be approved by the RPMD Delegated Official. The GSA Rent Program Manager will reply via e-mail to the RPMD Realty Specialist with a courtesy copy to the appropriate RPMD Delegated Official.

#### **IV. OA APPROVAL**

If the OA meets at least one of the CAO Approval Criteria, the **GSA Occupancy Agreement (OA) Certification and Approval Form** and original OA will be forwarded to the National Capital Region in Silver Spring for approval by the CAO, or delegated official. Once the OA package is forwarded for approval, the CAO, or delegated official, has the option to:

***Approve & Sign the OA***

***Disapprove & Return the OA***

***Request a Discussion with RPMD***

If the OA is disapproved and returned, the CAO, or delegated official, will provide a justification for disapproval. Upon rectifying the deficiencies with the OA, the RPMD Realty Specialist can resubmit the OA to the GSA Rent Program Manager for review and explain the corrective action taken. The GSA Rent Program Manager will include the corrective action justification and forward the OA again for approval.

If a discussion is requested, the CAO, or delegated official, will schedule a meeting with RPMD in Silver Spring and then provide a recommendation to either approve and sign or disapprove and return the OA.

If the OA is approved and signed by the CAO, or delegated official, an advance copy will be faxed to the RPMD Realty Specialist with the original to follow. A copy will be returned to the GSA Rent Program Manager for rent recordkeeping.

#### **V. CAO APPROVAL CRITERIA**

Draft OAs meeting at least one of the following criteria will require approval and signature by the CAO, or delegated official, prior to award:

- All NOAA space assignments within the National Capital Region.
- All NOAA/CAO space assignments.
- PRC-related actions for consistency with agreements with GSA in Hawaii.
- NOAA space assignments for 50,000 rentable square feet or more.
- NOAA space assignments with an annual rent bill of \$750,000 or more.

Upon approval, additional OAs for the same project or space assignment do not need to be resubmitted to the CAO, or delegated official, for approval and signature.

## **VI. RPMD DELEGATED OFFICIALS**

Draft OAs that do not meet the CAO Approval Criteria, and all Final OAs, may be approved and signed by the RPMD Delegated Official within their Region, upon receipt of e-mail notification from the GSA Rent Program Manager. The RPMD Delegated Officials are as follows:

- **National Capital Region:** Andrew C. Duran  
Director, Real Property Management Division
- **Eastern Region:** Nancy L. King  
Chief Real Property Branch, Eastern Region
- **Western Region:** David A. Garton  
Chief Real Property Branch, Western Region