

Transmitted via email

March 25, 2004

MINNESOTA BULLETIN NO. 120-4-10

SUBJECT: ADS – SPACE MANAGEMENT

Purpose. To provide information regarding space management.

Expiration Date. September 30, 2005.

Departmental Regulation (DR) 1620-2 provided USDA agencies with space guidelines to follow. These guidelines were developed and approved at the National level by FSA, NRCS, and RD. The agency heads in Minnesota have directed all local FACs to follow these rules.

Districts must also follow these guidelines when space is secured by NRCS on their behalf. Districts have the option of renting any amount of space directly from the landlord. NRCS continues to pay for 150 sq. ft. of space traditionally referred to as space for the district secretary. This is provided only when the district provides clerical support to NRCS.

NRCS will continue allowing 150 square feet of additional space for approved training locations and 100 square feet for offices that maintain an average of 400 hours of WAE and/or volunteer service.

Local FACs shall submit space needs to the State FAC for approval whenever their lease will be expiring or when exercising a renewal option. Minnesota Form 65 dated 6/98 should be used.

Employees are reminded that even when FSA is the lead agency, each of you has the responsibility to ensure the needs of our agency and the district are met. **This includes handicap accessibility and fire and safety regulations.** You are to be fully involved in the leasing process and must approve or disapprove all leasing actions. This means whether a lease is awarded to the current landlord or if we need to consider new space.

Contact Laurie Otte, Management Services Specialist if you have questions.

WILLIAM HUNT
State Conservationist
DIST: AE