



DISA INSTRUCTION 200-140-1

REAL PROPERTY AND SPACE MANAGEMENT

Originating Center: Workforce Services and Development
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Purpose: In accordance with the DISA Director's inherent authority under Department of Defense Directive (DoDD) 5105.19, Defense Information Systems Agency, 15 February 2022, and referring to the principles set forth in DoD Instruction (DoDI) 5305.05, Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components, 4 November 2015, this issuance:

- Assigns responsibilities for real property and space management for the Defense Information Systems Agency (DISA).
- Provides direction on allocation and use of space for DISA employees globally (i.e., Centers, Commands) to include Joint Force Headquarters-Department of Defense Information Network (JFHQ-DODIN), Joint Service Provider, geographically separated field sites, and tenants in DISA spaces.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to the Defense Information Systems Agency (DISA) and other components of the Department of Defense (DoD) over which the Agency has been authorized administrative control.

1.2. POLICY.

a. Centralized authority for space management resides with the Workforce Services and Development Directorate (WSD) for all DISA facilities.

b. Efficient use of space will be promoted and enforced with due consideration for host site-specific policies, enterprise mission requirements, and factors consistent with DoDI 5305.05, (authority document), as applicable.

(1) More restrictive space allocations may be imposed in areas when space availability is limited or during budget restrictions.

(2) Absent compelling circumstances, currently occupied space will not be modified solely to meet the criteria outlined in this issuance.

(3) Layout of assigned space will be in accordance with the space allowance established by this issuance.

(4) Design, construction, rearrangement, and alteration of assigned space will be in accordance with applicable codes and standards, guidance concerning interior treatment of space, and standard industry layout practices.

c. Allocation of space for DISA employees and supporting activities. Senior management, General/Flag officers, supervisors (regardless of grade), lawyers, equal employment opportunity (EEO) specialists, Inspector General (IG) investigators, foreign liaison officers, supervisors coded in the Corporate Management Information System (CMIS) with a supervisor status of 2, and individuals with approved medical exceptions approved for a dedicated seat will be allocated an office as circumstances permit. All other employees approved for a dedicated seat will be allocated cubicle-style workstations. Space allocation parameters identified below are based on DoDI 5305.05. Figures in DoDI 5305.5 identify maximum “not to exceed” space allocations. Minimums are not identified. Host site guidance may apply as applicable.

(1) Space allocations should not exceed these parameters. General/Flag officers, Senior Executive Service (SES) members, highly qualified experts (HQEs), and Intergovernmental Personnel Act (IPA) assignments will be allocated an office which is approximately 300 square feet. If there are not enough 300-square-foot offices, General/Flag officers and SESs will receive first priority, and HQEs and IPAs will receive second priority. The Agency Senior Enlisted Advisor will also be allocated a 300-square-foot office. If an organization’s front office has an extra 300-square-foot office, the deputy may be assigned to the office; however, if in the future a

flag officer, SES, HQE, or IPA (promotion or new arrival) assignment requires the office, the deputy will relocate to a 140-square-foot office.

(2) All senior management not allocated a 300-square-foot office, lawyers, EEO specialists, IG investigators, foreign liaison officers, medically excepted personnel, and supervisors will be allocated an office which is approximately 140 square feet. The representative labor union (currently the American Federation of Government Employees Local 2) will also be allocated one 140-square-foot office. Should a shortage of 140-square-foot offices exist, supervisors allocated a 140-square-foot office will be allocated in the following priority: HQEs, IPAs, and deputy directors will receive first priority if not already assigned a 300-square-foot office, then Division Chiefs followed by Branch Chiefs (or their equivalents), and, finally, other lower-level supervisors if 140-square-foot offices remain available. Office allocations will be reviewed and redistributed, as required, to support changes in the status of supervisory personnel located at DISA facilities. Rare exceptions may be authorized by WSD when desirable for locations near subordinates.

(3) Requests for private offices for non-supervisors who do not meet any of the criteria specified above are to be submitted by the respective organization Deputy and space coordinator for approval by the Chief, Facilities and Real Property Management Division (MP7).

d. Space allocation for contractors. Contractor space requirements will be reassessed and justified annually by organizations to ensure the provision of Government-furnished space is in the best interest of the DISA mission and to identify any excess space requirements. All organizations wishing to increase the number of contractors at DISA HQ must submit a request for Contractor Waiver and obtain approval prior to issuing any contract solicitation requiring DISA to provide Government furnished space for new or follow-on contracts. Contractor waiver approval for re-compete solicitation is also required. Organizations will be required to seat approved onsite contractors within their allocated footprint. Contractor waivers for new contracts will be approved only where there is supporting documentation that clearly demonstrates the need for the contractor to be onsite (e.g., the contractor needs daily access to classified systems, or the focus of the contractor work requires physical access to the facility or equipment that can only be accessed onsite). Seating of Government civilian and military will always take precedence over onsite contractor seating or increases. Organizations and the Procurement Services Directorate (PSD) will strive to reduce their onsite contractor footprint and refrain from open-ended solicitation language for accommodating an onsite contractor presence.

(1) Onsite contractors at Fort George G. Meade (FGGM) will require a WSD-approved contractor waiver prior to occupying space at DISA HQ.

(2) Onsite contractors will not exceed total approved contractor seating waiver/allocations.

(3) Contractors identified as offsite will not be allocated a seat.

(4) Contractors assigned to work in the DISA laboratory will not be assigned a cubicle in administrative office space.

e. Seating will be allocated in part through use of the Joint Table of Distribution (JTD) for authorized/funded civilian and military billets. Onsite contractor seat allocations will be submitted by the requiring center and approved by MP7 through use of the contractor waiver process. Results of approved individual telework agreements and approved onsite contractor seating requests will determine the number of allocated dedicated and hotel-style seating for each center.

f. Dedicated seating will be allocated to centers for Front Office seating, center division chiefs, and individuals (military, civilian, approved onsite contractors) regularly scheduled for onsite duty at least 3 days per week. Hotel seating will be allocated for organization staff and approved contractor staff not meeting the dedicated seating definition (onsite at least 3 days per week). WSD will use information captured in CMIS as part of the telework policy for approved telework agreements and number of day(s) approved for an individual to telework per week to determine the number of dedicated and hotel seats allocated to each organization.

g. DISA locations outside of HQ should follow this issuance, adopting the same or similar process with the facility group responsible for managing seat allocations and overseeing onsite contractor approvals at that location for local organizations.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, WSD. Under the authority, direction, and control of the Director, DISA, the Director, WSD, will:

a. Capture any new Agency customer facility requirements (new lease or building), and execute plans to fulfill them, for DISA real estate worldwide. Any requirement for acquisition of any new space will be first routed through the Mission Support Office/WSD and will require the approval of the DoD Chief Information Officer per DoDI 4165.71, Real Property Acquisition, 6 January 2005, Change 1, 31 August 2018.

b. Annually report the DISA facility investment portfolio, to include deferred maintenance activities, to the Office of the Deputy Secretary of Defense (Construction) and manage the sustainment of DISA facilities and Agency organizations based on funding type. WSD is responsible for appropriated funded facility sustainment activities, and Agency organizations are responsible for Defense Working Capital Fund or procurement-funded facility sustainment and service contracts. Each will work with PSD (no construction-related work), U.S. Army Corps of Engineers (USACE), Naval Facilities Engineering Command (NAVFAC), and Washington Headquarters Services (WHS) on all matters relating to facilities requested, occupied, or used by DISA, as required.

c. Maintain 100 percent visibility and ownership of all administrative spaces (except lab rack space and conference rooms) in the HQ complex. WSD or the appropriate Agency organization will allocate space to an organization based on a variety of factors: authorized personnel, secure capability requirements, and onsite utilization agreements (remote, regular, and recurring needs for dedicated or hotel seating).

d. Develop DISA's Facility Strategic Plan to include information from safety, security, and data centers.

e. Serve as DISA POC for the WHS (within the National Capital Region [NCR]), or respective Military Department (outside the NCR) for new lease, termination of existing leases, exercising renewal options, land permits, and military construction (MILCON) requirements.

f. Develop charter(s) with roles and responsibilities across DISA, as required, for MILCON actions.

g. Ensure policies regarding facilities, real property, and leased facilities are developed or updated, as required.

h. Provide facility project planning data for the program objective memorandum (POM) process to the Office of the Chief Financial Officer (OCFO) Comptroller.

i. Assess each site at least annually or when facility alterations occur.

j. Provide input to the USACE, NAVFAC, and local public works officials, as necessary, as well as internal direction, oversight, and management of the DISA planning, design, and construction process for the sustainment, repair, modernization, or new construction of facilities.

k. Lead all DISA lease acquisition process activities to include providing direction and requirements to those real property agents who have leasing authority (i.e., General Services Administration [GSA], Navy, Air Force [this is noted in the land acquisition guidance], or USACE). These leasing agents acquire all new leases and manage DISA's existing lease acquisitions to include exercising lease options, lease modifications, and terminations per DoDI 4165.71.

l. Develop minor construction support agreements with designated real property agents (Army, Navy, Air Force, USACE, and NAVFAC) to respond to and accomplish minor construction requirements at DISA-operated facilities.

m. Oversee monthly organization onsite contractor assignment reports from each DISA HQ organization space coordinator. Organization contractor assignment reports are due to MP7 the first working day of each month. MP7 will conduct a comparison of the center/JFHQ report submission against CMIS report findings. Report discrepancies to center/JFHQ space coordinators for resolution of any discrepancies identified in the CMIS contractor report.

n. Ensure the HQ Integrated Workplace Management System (IWMS) tool is up to date to capture DISA's real property portfolio and ensure data is maintained and software upgrades are provided and installed. The HQ's IWMS tool will capture facility data for FGGM and global sites except data centers. Data center facility data will be captured and managed in the Hosting and Compute Center's Computerized Maintenance Management System management tool.

o. Oversee and coordinate space transfers between organizations.

2.2. DIRECTORS, EXECUTIVES, COMMANDERS, AND CHIEFS OF MAJOR ORGANIZATIONAL ELEMENTS. These individuals will:

a. Appoint primary and alternate facility and space coordinators as the points of contact for their activities.

b. Assign space/seat allocations based on space criteria and ensure the assigned space is optimally used. (If the organization assigned space allocation is fully utilized daily due to mission requirements or requires a configuration change to the allocated space, the complete requirement will be submitted to and approved for HQ space requests by WSD before personnel are assigned seating or space is reconfigured. The requesting organization will identify and provide funding for the reconfiguration.) DISA occupants in locations outside of HQ are to follow this issuance and work with their local facility group for all seat allocations and reconfiguration requirements.

c. Manage their authorized (funded) civilian and military billets and contractors within their WSD-allocated footprints.

d. Manage WSD-allocated seating footprint for both dedicated and hotel seating environments. Keep dedicated seat allocation data current by individual name, assigned seat location, and phone number in CMIS Personnel Locator System. Manage and oversee hotel seating reservations, hotel seating operational procedures (use and cleaning), and hotel seating resources (monitors, docking station, SIPR equipment, etc.) DISA occupants in locations outside of HQ will follow this issuance and may establish their own hoteling procedures.

e. HQ organization space coordinators submit organizational facility requirement requests to MP7 for coordination and review by WSD. (Facility requirement requests are used to request changes to DISA's existing footprint, which includes alterations to the existing space through move requests, furniture changes, and the addition or deletion of space.)

f. For HQ Facilities Strategic Review Board project funding consideration and or WSD project execution, prioritize facility alteration requests for their activity and submit the requests to MP7. (Provide sufficient detail to include requirements for personnel; special space; sensitive compartmented information facility; equipment; layout; power; and heating, ventilation, and air conditioning, etc.)

g. Assist in the development of the activity's POM requirements regarding real property and space.

h. Coordinate all new lease requests or the renewal of an existing lease through MP7.

i. Ensure DISA HQ organization space coordinators submit onsite contractor assignment reports for their respective organization to MP7 the first working day of each month. (The organization space coordinators will confirm with the appropriate Contracting Officer Representative and security managers for completeness, accuracy, and updating of contractor data in the CMIS.) Organizations will POM for resources required to move contractors from an onsite status to offsite as required.

j. Immediately return any allocated unused space at FGGM to WSD. Unused space may occur due to change in onsite contract support, personnel onsite schedules, or staffing reductions due to mission changes or reorganization.

2.3. DIRECTOR, OFFICE OF THE CHIEF FINANCIAL OFFICER

(OCFO)/COMPTROLLER. The Director, OCFO/Comptroller will process funding requests for facility alteration projects and new construction, which are vetted through WSD and programmed through the POM process.

2.4. GENERAL COUNSEL (GC). GC will review funding to ensure it is categorized correctly (i.e., MILCON, procurement, operation and maintenance, etc.) and any work to be accomplished by other than USACE and NAVFAC to ensure it does not violate any DoD regulations.

SECTION 3: STANDARD OPERATING PROCEDURES

3.1. HOW WORKSPACES CAN BE USED.

a. Workspaces will be used to support the DISA and JFHQ-DODIN mission. Users of DISA workspaces will adhere to this issuance. Allocated workspace will be assigned per paragraph 1.2. of this issuance. Center space coordinators will maintain current seating assignments by name and seat location in the IWMS space management application for all dedicated allocated space/seating to include vacant seat identification. Centers wishing to use shared, or hot seating, may do so. Center space coordinators will identify in the IWMS application which seats are to be assigned as shared, or hot seats. Individuals assigned to shared seats will be identified in IWMS to a specific space/seat location by their respective space coordinator. In all cases, seating of Government civilian and military will always take precedence over onsite contractor seating. In the interim, while an automated tool is in the process of being implemented, Excel spreadsheets will be submitted by the center space coordinator to MP7 on the first working day of every month.

b. Furniture configuration will not be reconfigured or altered in any way by anyone other than an approved certified furniture installer under the direction of MP7. All furniture components will remain intact and in place. Furniture will not be moved between workspaces. When relocating an employee from one location to another, all furniture will remain in place with the exception of any furniture or equipment provided as a reasonable accommodation for a disability. A checkout process will be completed with the center space coordinator prior to departure to ensure the workspace key(s) and all other workspace products remain in place for the next occupant to include the mobile pedestal, chair(s), monitor arm(s), lamp, power strip, waste basket, signage, and wardrobe hangers.

3.2. RETURNING WORKSPACES TO WSD.

a. Unused or underused space can result from mission or staffing changes, reorganization, and updated telework/remote work status.

b. WSD/MP7/MP72 will conduct an annual review of the JTD and individual approved telework days every January to determine or right size Center seat allocations for civilian and military positions as well as the approved number for onsite contractors.

c. In the event previous seat allocations exceed the latest annual review, excess seats will be returned to WSD/MP7/MP72 within 30 calendar days of the annual seat review. The type of seat(s) returned will follow DISAI 200-140-1 directives for allocated seats (supervisors will return an applicable size office and all other positions will return a cubicle. Seat transfers in excess of three seats will return a block of seats as opposed to scattered seats. Center space coordinators will work directly with WSD/MP7/MP72 to execute the return of unused or excess space/seating. Results of the transfer will be captured and updated in the IWMS space management application by MP7 IWMS system administrators.

d. Unused or underused space as a result of periodic MP7 space utilization surveys and or telework/remote work queries will be returned to WSD/MP7/MP72 in the same manner identified for the annual JTD and telework review to include both standard administrative space and special spaces (i.e., analysis centers, training rooms, source selection rooms or other spaces not considered standard administrative space). Center space coordinators will work with WSD/MP7/MP72 on the return of those spaces to MP7. MP7 IWMS system administrators will capture results of the transfer in the IWMS space management application.

e. Unused or underused space as a result of Agency or center reorganizations and or DoD realignment of missions outside of DISA will be returned to WSD/MP7/MP72. As part of this process, the center space coordinator will work with WSD/MP7/MP72 on the return of those spaces to MP7. At least 2 weeks prior to the relocation of staff to another location outside of DISA, the center space coordinator will provide a comprehensive list of the spaces being vacated. Results of the transfer will be captured and updated in the IWMS space management application by MP7 IWMS system administrators.

f. As new missions dictate, center space allocations can also be reduced to accommodate higher priority mission needs through a space tax. All organizations may need to provide space/seating for an Agency requirement. Implementation of a space tax will dictate the type of space(s) and quantity of seats required to support new mission requirements for immediate return to WSD/MP7/MP72. Results of the transfer will be captured and updated in the IWMS space management application by MP7 IWMS system administrators.

3.3. RESOLVING WORKSPACE DISPUTES.

a. In the event of a workspace dispute in the HQ complex, the parties involved in the dispute will bring the issue, in writing with sufficient detail, to the attention of WSD/MP7/MP72. MP72 will review the issue with all parties and any associated space management records related to the workspace in question. MP72 will convene a meeting with all parties to better understand the challenge and circumstances. Based on the details provided, space-related records, and findings from discussions, MP72 will work with all parties and make a determination for final resolution. The final MP72 resolution will be documented, and associated information shared with all parties. If not already identified, any updates will be incorporated into the IWMS space management application by MP7 IWMS system administrators.

b. Workspace disputes outside of the HQ complex will be brought to the attention of the respective facility manager(s) at that location for resolution.

3.4. TRACKING WORKSPACE CHANGES AND MAINTAINING A LIST OF WORKSPACES.

a. The new IWMS space management application will be used to update, track, and maintain workspace allocations at the HQ complex. Examples of workplace changes being tracked and maintained include center individual seat assignments (dedicated and hotel), results of the annual review of center seat allocation against the JTD, realignment of underused space, instances

where mission requirements dictate change in seat allocations, significant reorganization impacting multiple centers, and new mission space tax.

b. The MP7 IWMS system administrator, in conjunction with center space coordinators, will be responsible for capturing, updating, and maintaining space/seat allocations in the IWMS application. In the interim, while an automated tool is in the process of being implemented, Excel spreadsheets will be submitted by the center space coordinator to MP7 within 2 weeks of the event resulting in a space allocation change.

c. The MP7 IWMS system administrator will also be responsible for establishing and maintaining user accounts and controlled access for each center space coordinator(s). The primary or lead space coordinator of each organization will provide the list of supporting space coordinator names to the MP7 IWMS system administrator for account creation. The primary or lead space coordinator of each organization will also provide updates to the MP7 IWMS system administrator for the addition and deletion of organization space coordinator(s) user account requirements.

d. Center space coordinators will be responsible for and have access to the IWMS application to review their center space allocations and input by name(s) updates to allocated seat assignments, to include vacant seat assignments for a full definition of seat assignments within their respective space/seat allocation. In instances where there is a change to individual seat assignments, the update will be captured, updated, and maintained by the respective center space coordinator and provided to MP7 within 1 week of the seat assignment change for assignment record updates in the IWMS application.

3.5. MONITORING COMPLIANCE WITH THE DISA SPACE POLICY INSTRUCTION.

a. MP7 will conduct periodic walkthroughs to ensure space is being effectively used and in compliance with space policy directives. Center space coordinators are responsible for ensuring space allocated to their center is appropriately used and in compliance with space policy directives.

b. MP7 project managers will ensure that spaces being reconfigured are in line with the space policy and follow the space policy directives/standards. Safety inspection findings relating to the use and/or configuration of workspace will be brought to the attention of the MP72 Space Management Chief and respective center space coordinator for resolution.

SECTION 4: SPECIAL CONCERNS

4.1. WORKSPACE DO'S AND DONT'S. Before modifying your workspace, mounting any signs, fliers, artwork, or decorations, please review the following guidelines.

a. Offices and cubicles are provided with the essential products/components required to conduct day-to-day business. Do not bring in non-Government-provided office products/components.

b. Do not remove or rearrange non-mobile (not on wheels) furniture components in your office, or cubicle. Furniture relocation, removal, and addition must be submitted in a facility request to the Space Management Branch for approval.

c. Artwork will not be hung by nail or penetration of wall on any structural and glazed walls. Adhesive hooks (e.g., 3M Command Hooks) may be used in private offices and workstations on the drywall to hang lightweight artwork or decoration. For more information on the 3M Command Hooks, go to:

http://www.command.com/wps/portal/3M/en_US/NACommand/Command/Products/Product-Catalog/

The following items will **NOT** be used in any situation to hang artwork or decorations:

- Scotch tape
- Staples
- Masking tape
- Duct tape
- Nails
- Glue (Gorilla, Krazy Glue, etc.)
- Gummy or sticky material

d. Signs, fliers, artwork and/or decoration should not be hung/placed in common/open work areas. Signs are not allowed on refrigerators and breakroom cabinets. Use the announcement board in each breakroom to post announcements. Paint color or specialty wall finishes are not to be modified or changed.

e. Workspace and office decorations should be limited to the interior of the cubicle/office. Per 2015 NFPA 10.2.5.3.1, bulletin boards, posters, and paper attached directly to the wall will not exceed 20 percent of the aggregate wall area to which they are applied. Any artwork or decoration on the outside of the cubicles along common hallways are subject to the same coverage limitations and require approval by the Facilities (MP7) and Safety and Occupational Health (MP6) offices.

f. Decorations and artwork should not be placed above the cubicle walls, including ceiling mounted. As a shared workspace, it is important to make a communal decision on artwork that will be visible to many employees.

g. Do not hang or suspend objects from the glass partitions of the furniture. The partitions are not designed for this application and can be permanently damaged.

- h. Do not write on clear or frosted glass panels. The ink from the markers leaves a permanent image on the glass.
- i. Do not tape/glue anything on the furniture glass partition. The glass will be damaged by the glue.
- j. Do not place objects on the floor vents, especially along the outside walls of the facility. Doing so impedes the heating and air-conditioning system and increases the utility costs associated with the systems not working efficiently.
- k. Live plants are not allowed in the facility. This will aid in keeping our work environment clean and in good condition, eliminating water damage to the carpet and furniture from over watering as well as eliminating damage to walls for climbing plants and the introduction of insects into our workspace.
- l. Dispose of food in the breakrooms. Do not leave open food containers or soda cans in the work area. Wash dishes and utensils in the break room sinks, not in the restroom sinks.
- m. Use the recycling bins centrally located throughout the facility to dispose of recyclables.
- n. Candles and/or flammables are not allowed in the facility. In addition, all open flames and heating elements (e.g., candle warmers, hot plates) are not allowed per order of the Fire Marshal.
- o. Space heaters are not allowed per order of the Fire Marshal.
- p. Toaster ovens and/or grills (George Foreman, hot plates, etc.) are not allowed anywhere in the facility.
- q. Directorate occupants on each floor will be responsible for organizing a coffee and refrigerator strategy, including scheduled clean ups.
- r. Nothing should be placed within 18 inches of the ceiling tiles.
- s. Do not touch or hang anything from sprinkler heads.

4.2. PROHIBITED WORKSPACE FURNITURE/FURNISHING LIST. The following personally owned workspace/office furnishings are prohibited:

- | | |
|---|--------------------------|
| Desks or desk components | Bookcases |
| Shelving | Whiteboards |
| Tables | Lamps |
| Chairs | Rugs |
| Room or space dividers | Space heaters |
| Large fans | Exercise equipment |
| Murals | Large decorations |
| Live plants | Live Christmas trees |
| Pot warmers | Grills |
| Unapproved Coffee pots | Unapproved refrigerators |
| Non-business wall or glass coverings, and wall or glass coverings that exceed Fire Marshal directives | |

GLOSSARY

G.1. ACRONYMS.

CMIS	Corporate Management Information System
EEO	Equal Employment Opportunity
FGGM	Fort George G. Meade
GC	General Counsel
GSA	General Services Administration
HQE	highly qualified expert
IG	Inspector General
IPA	Intergovernmental Personnel Act
IWMS	Integrated Workspace Management System
JTD	Joint Table of Distribution
MILCON	military construction
MP7	Facilities & Real Property Management Division
MP72	Space Management Branch
NAVFAC	Naval Facilities Engineering Command
NCR	National Capital Region
OCFO	Office of the Chief Financial Officer
POM	program objective memorandum
PSD	Procurement Services Directorate
SES	Senior Executive Service
USACE	U.S Army Corps of Engineers
WHS	Washington Headquarters Services
WSD	Workforce Services and Development Directorate

G.2. DEFINITIONS. These terms and their definitions are for the purpose of this issuance.

Administrative Space. Includes all commercial space leased and assigned by the General Services Administration (GSA) and/or U.S Army Corps of Engineers (USACE) and all Government-owned space controlled by GSA or DoD. Administrative space consists of three types of space: office, special, and storage.

Authority for Leasing of Space. The delegation of authority given to an agency to lease space. Agencies who have leasing authority (e.g., GSA or USACE) must obtain a delegation of authority from GSA to lease space for DISA.

Data Center. A facility specifically designated and used to house and support major information technology systems and is inclusive of all auxiliary equipment required to support the organization.

Facility. A building, structure, or other improvement to real property.

Facility Alterations Request for Continental United States (CONUS) and Outside the Continental United States (OCONUS). Any facility infrastructure change, modification, or new construction to include, but not be limited to, new partitions, conversion of a space from one function to another, additions to a building system, and remodeling.

Facility Condition Assessment. A visual survey intended to identify problems and general costs of each separate system (e.g., structural systems, electrical, etc.). Provides corrective recommendations, budget estimates for recommended work, prioritization of projects, and long-range maintenance projections. The assessment is needed to evaluate, plan, and manage the future needs of the facility as well as to set a baseline for future facility planning.

Facilities Strategic Plan. The result of a process of developing short-term, mid-term, and long-term plans for facilities to ensure mission requirements, quality of life, and fiscal stewardship are achieved. Critical data elements are used for costing, funding mission posturing, asset accounting, financial reporting, base realignment and closure (BRAC), and other leadership decision-making. This plan will drive the POM budget for the sustainment of the facilities, support MILCON requirements, validate facility needs, and provide capability for better future planning.

Hotel Seating Reservation. The act of reserving a hotel-style seat from a defined pool of designated hotel seats for a given day or portion of a day for individuals not allocated a dedicated seat.

Hotel Style Seating. Office or cubicle seating that is specifically identified for individuals to use who are not allocated a dedicated seat.

Integrated Workspace Management System (IWMS). A commercial off-the-shelf software program to automate data related to facilities. This data includes the ability to provide site information, personnel, ownership, and building infrastructure systems.

Military Construction (MILCON). As defined in 10 U.S.C. § 2801, the term “military construction” includes any construction, development, conversion, or extension of any kind with respect to a military installation or any acquisition of land or construction of a military access road. The finished project produces a complete and usable facility or complete and usable improvement to an existing facility.

Program Objective Memorandum (POM). Recommendations from the Services and Defense Agencies to the Secretary of Defense concerning how they plan to allocate resources to meet planning and programming guidance. The POM focuses on identifying organizational priorities to include supporting documents, strategic plans, results of assessments, and a comprehensive review of funding history and budget execution.

Site. A military installation or leased location that houses one or more facilities.

Shared/Hot Seating. Shared or hot seating is assigned to a defined group of individuals of at least two or more that combined fully use the seat 5 days a week.

Space Tax. Requirement to reduce the number of seats allocated to a given center to meet or address the larger Agency requirement of a new mission or Agency priority/initiative.

REFERENCES

DoDD 5105.19, Defense Information Systems Agency, 15 February 2022

DoDI 4165.71, Real Property Acquisition, 6 January 2005, Change 1, 31 August 2018

DoDI 5305.05, Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components, 4 November 2015