

DLIS Instruction 5305.2

DLIS-RW
November 8, 2000

SPACE ASSIGNMENT, LAYOUT AND REPORTING/RELOCATIONS
WITHIN THE FEDERAL CENTER

A. REFERENCES.

1. DLAR 5305.2, Space Management and Reporting.
2. DLSC Instruction 5305.2, Space Assignment, Layout and Reporting, October 2, 1996, (hereby canceled).

B. PURPOSE.

1. To establish procedures and responsibilities for the control and reporting of physical space assignments and space layouts.
2. To provide a standard procedure for the efficient relocation of organizations and personnel within the Federal Center.
3. Supersedes reference A2.

C. APPLICABILITY AND SCOPE. These procedures apply to all organizational elements of the Defense Logistics Information Service (DLIS), HQ Defense Reutilization and Marketing Service (HQ DRMS), DLA Systems Integration Office (DSIO-J), and other DLIS supported activities.

D. DEFINITIONS.

1. Directorate Administrative Office. Office within an office/directorate responsible for management support functions.
2. Directorate Coordinating Office. Office within a specific office/directorate responsible for planning an office relocation. Can be the same as the Directorate Administrative Office.
3. Responsible Property Custodian (RPC). Individual responsible for inventory control of Government issued equipment such as typewriters, calculators, terminals, etc.
4. Telephone Custodial Representative (TCR). Individual responsible for telephone installation and relocation coordinations, (within a specified area.)

5. Terminal Area Security Officer (TASO). Individual responsible for the authorized use of computer terminals and equipment within a specified area.

6. Local Area Network (LAN). The system that ties the computers into the server. It includes PCs, printers, monitors, disk drives, etc.

7. Equipment. The items to be moved such as desks, PCs, printers, scanners, faxes, LAN equipment, etc.

E. PROCEDURES.

1. Requesters will address requests for additional space or complete relocation to DLIS-RW. The request should contain a full explanation of need.

2. To request GSA work, e.g., relocations, alterations, partitioning, air conditioning, electrical change(s), initiate a DLIS Form 1783 and forward to DLIS-RW (through DRMS-TN for HQ DRMS offices/directorates).

F. RESPONSIBILITIES.

1. Designated personnel in charge of areas to be moved will:

a. Plan the move.

b. Set up a walk-through with the DLIS-RW Facilities personnel and the Communications Branch, Telephone Management Office (TMO), for coordination, and ensuring the move is according to the installation master plan. DLIS-BT is included ensuring sufficient LAN and telephone (connectivity) cabling exists.

c. Submit a request to their office/directorate administrative office if they are responsible for coordinating the move. The request will contain:

(1) Date of planned move.

(2) Name of contact person.

(3) Name and extensions of person(s) moving

(4) Room numbers and LAN jack numbers of where equipment is currently located.

(5) Room numbers and LAN jack numbers of where equipment is to be moved to.

(6) Type, model and serial number of equipment moved (typewriters, PCs, printers, etc.)

(7) List any type of special requirements.

d. Obtain a copy of the destination office floor plan from the DLIS-RW Facilities Specialist, and mark the location(s) where the equipment goes. Ensure new locations have the required (LAN) phone jacks, and electrical outlets.

e. Directorate Offices D/Os TCRs will:

(1) Coordinate all telephone moves for their respective D/Os.

(2) Submit DLIS Form 867s, DLIS Form 1783s, and the accompanying floor plans to their administrative office(s).

(3) Advise and ensure proper notifications and other actions are complete, for coordination of their moves.

f. Notify TASO(s), TCR(s) and RPC(s) of the planned move by sending them a courtesy copy of the DLIS Form 867, and also a copy of the spreadsheets with equipment serial reference numbers, and locations. Send a copy of the spreadsheets to DLIS-RW, GSA, DLIS-BT telephone people, PC personnel, for DLIS and also to back dock contractor. NOTE: The TCR signs in block 4 of the DLIS Form 867 before it goes to DLIS-BT. So the TCR needs the original, not just the courtesy copy.

g. Pack desk items in boxes and use labels to mark the new room number on the boxes and the furniture before the move.

2. Administrative/Coordinating Office will:

- a. Coordinate the move.
- b. Submit DLIS Form 1783 for move to DLIS-RW.
- c. Submit the phone request, DLIS Form 867.
- d. Submit the action to relocate the PC equipment.

3. Division Chief, DLIS-RW, will:

- a. Process the move in accordance with DLIS Form 1783 submitted by the administrative/coordinating office.
- b. Administer overall management control in the assignment and acquisition of space for DLIS/HQ DRMS/DSIO-J.
- c. Coordinate the DLIS Form 1783 with the TCR, RPC and the administrative/coordination office.
- d. Review all requests for assignment of operational floor space and recommend approval/disapproval.
- e. Refer requests involving additional floor space assignments or moves to the appropriate Command (DLIS/HQ DRMS) for:
 - (1) Final approval/disapproval.
 - (2) Resolution on a case-by-case basis of any conflicts that cannot be resolved.
- f. Appoint a Facilities Specialist from DLIS-RW to be Space Management Coordinator for DLIS/HQ DRMS/DSIO-J.
- g. Maintain this instruction in a current status and review it biennially.

4. The Space Management Coordinator (DLIS-RW) will:

- a. Coordinate with the office/directorate requesting the move, any moves that involve changes to assigned space or acquisition of additional space.
- b. Coordinate the preparation and submission of space reports, template layouts and related reports for DLIS/HQ DRMS/DSIO-J.
- c. Act as contact point with HQ DLA on all problems related to the GSA rent on utilized space for DLIS/HQ DRMS/DSIO-J.

5. The Heads of DLIS/HQ DRMS Offices/Directorates and DSIO-J will:

- a. Ensure effective utilization of assigned space. (Enclosure 1 to DLAR 5305.2 provides guidance and criteria for effective space utilization.)
- b. Furnish DLIS-RW a request (DLIS Form 1783) with a scaled floor plan (available from DLIS-RW) showing locations when proposing a move or a complete relocation. NOTE: No floor plans are necessary when relocating within modular/systems furniture in your own area. The request/floor plan will include:
 - (1) The occupant's grade, including whether or not the position is supervisory.
 - (2) The location of other furniture or equipment.
 - (3) Any necessary electrical work.
 - (4) Other building alterations.
- c. Designate an individual and alternate to coordinate and accomplish above functions with guidance from DLIS-RW as required.
- d. Furnish names of designated individual and alternate to

DLIS-RW (through DRMS-TN for HQ DRMS offices/directorates).

e. Coordinate with DLIS-BT, (TMO) for movement of telephones/PCs for HQ DRMS and DSIO-J.

g. When relocating LAN equipment contact your respective PC Help Desk.

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective and implemented upon signature by DLIS Deputy.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/

RICHARD B. MAISON

Deputy