

General Manual  
Title 120 - Administrative Services

Part 407 - Real Property

**KS407.0 Acquisition of Office Space.**

The maximum allowable amount of office space will, as near as possible, meet the utilization rate (UR) of 150 square feet per person. This rate includes employee workstations, circulation (including reception), file space, all private offices, and conference space. Those items, which constitute special space such as storage, are not included in the UR.

(a) "UR" is computed using net usable square feet and is based on the total number of employees in each field office (FO) location.

(b) "Personnel" for the purpose of computing URs means the peak number of persons to be housed in a given space. In addition to permanent full-time employees this may include part-time, WAE's, trainees, and seasonal employees that cannot share a workstation. Space will also be included for non-federal partners of the Natural Resources Conservation Service (NRCS).

(c) "Office space" means space that provides an acceptable environment suitable for an office operation. This includes such things as adequate heating, ventilation, air conditioning, floor covering, finished walls, and accessibility. This space may consist of a large open area or be partitioned into small rooms. Private corridors, conference rooms, reception areas, closets, and similar areas created within an office area through the erection of walls or partitions are considered office space.

(d) "Storage space" means space generally consisting of unfinished floors, walls, and/or ceilings with minimal heating and lighting.

(e) "Mechanical space" means space in a building devoted to operations and maintenance. This includes such space as restrooms, furnace rooms, custodial areas, and halls connecting these areas to the office.

All service center offices with more than one agency present will, when practical, share those areas they have in common. This will include but is not limited to: reception area, mail/storage room, conference room, and client/break room.

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**KS407.6 Conference and Meeting Room Space.**

(a) Conference and meeting facilities can be obtained from private sources after it has been determined that the General Services Administration (GSA) does not have any federally controlled space available which meets the agency's needs. The Hotel/Motel Meeting Room Agreements Checklist, Exhibit KS407.7, may be used to assist in making meeting room arrangements. GSA controlled space is available only in Topeka and Wichita. If you have a need to rent meeting room space at either of these locations, contact GSA, Kansas City, Missouri, at 816-823-1213.

(b) All conference and meeting facilities rented for the Natural Resources Conservation Service (NRCS) use will be fully handicapped-accessible in regard to meeting facilities, eating facilities, and lodgings.

(c) All conference and meeting space rented for NRCS use will be an approved accommodation with regard to the Hotel and Motel Fire Safety Act of 1990.

(d) Payment can only be made after services have been provided by the vendors. If the government purchase card is used for payment, the account number may be given to the motel/hotel in advance of the meeting in order to reserve the space; however, the motel/hotel should not charge the account until after the meeting.

(e) The NRCS employee signing the agreement for the space must have appropriate procurement authority to commit the government to the terms of the agreement. The only employees in Kansas who have this authority are warranted contracting officers and government purchase card holders.

(f) The NRCS employee signing the agreement for the space must delete any terms of the agreement that conflict with the Federal Acquisition Regulations (FAR) by marking through the item(s) and initialing the change. All government purchase card holders should have a copy of Parts 8 and 13 of the FAR. These sections cover required sources of supply and small purchase procedures. If terms of the agreement appear to conflict with the FAR or seem questionable, contact the Management Services Staff in the state office for guidance.

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**KS407.7 Exhibits.**

Motel/Hotel Meeting Room Agreements Checklist

The Natural Resources Conservation Service (NRCS) rents meeting rooms to carry out the mission of the agency. A motel/hotel will present a standard agreement for signature. The following items are to be reviewed by the NRCS employee prior to signing a motel/hotel meeting room agreement (see completion instructions on next page).

1.  Determine if a meeting room is available in General Services Administration (GSA) space before obtaining other space. This can be done October 1 for the fiscal year by contacting GSA and documenting the file.
2.  Payment can only be made after services have been provided by the vendor.
3.  The NRCS employee signing the agreement must have appropriate procurement authority to commit the government to the terms of the agreement or the employee could be held personally liable.
4.  Delete terms of the agreement that conflict with the Federal Acquisition Regulations (FAR) by marking through the item(s) and initialing the change.
5.  Accommodations must comply with the Hotel and Motel Fire Safety Act of 1990. Verification can be made through the Kansas NRCS Web site located at <http://www.ks.nrcs.usda.gov/>. Click on Kansas NRCS Employees; Travel Information; Hotel/Motel Fire-Safe list.
6.  Accommodations must comply with the Americans with Disabilities Act. Verification will be made by checking with the motel/hotel.
7.  Authorized purchase of refreshments is limited for conferences, meeting, workshops, etc. The majority of attendees must be in travel status. Requests for purchase of refreshments shall be submitted on Form AD-700, Procurement Request, and forwarded to the state office for approval by the state conservationist. The person making the arrangements must maintain records with the payment documentation if the group includes 30 or more. Agencies may not provide light refreshments to non-federal travelers unless there is a mechanism for them to pay for cost of providing such refreshments such as a registration fee. Arrangements can be made for refreshments to be furnished with participants paying for the refreshments.

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**KS407.7 Exhibits (continued).**

8.  Delete items of the agreement not agreed-to by NRCS by marking through the item(s) and initialing the change.
9.  Add the following statement to the agreement: All terms and conditions of this agreement are subordinate to the FAR.

Instructions for completion of Motel/Hotel Meeting Room Agreements Checklist:

If the facility offering the meeting room space does not require a signed agreement, the items on the checklist that refer specifically to the agreement (Items 3, 4, 8, and 9) may be disregarded.

- 1. Determine if the meeting room is available in General Services Administration (GSA) controlled space before obtaining other space.** GSA controlled space is available only at the following locations in Kansas: Topeka and Wichita. If you have need to rent meeting room space at either location, contact GSA, Kansas City, Missouri, telephone 816-823-1213, fax 816-926-1659.
- 2. Payment can only be made after services have been provided by the vendors.** If the government purchase card is used for payment, the account number may be given to the motel/hotel in advance of the meeting in order to reserve the space; however, the motel/hotel should not charge the account until after the meeting.
- 3. The Natural Resources Conservation Service (NRCS) employee signing the agreement for the space must have appropriate procurement authority to commit the government to the terms of the agreement.** The only employees in Kansas who have this authority are warranted contracting officers and government purchase card holders.
- 4. Delete any terms of the agreement that conflict with the Federal Acquisition Regulations (FAR) by marking through the item(s) and initialing the change.** All government purchase card holders should have a copy of Parts 8 and 13 of the FAR. These sections cover required sources of supply and small purchase procedures. If terms of the agreement appear to conflict with the FAR or seem questionable, contact the Management Services Staff at the state office for guidance.