

PROCEDURES

OFFICE OF MANAGEMENT**CDER OFFICE SPACE REQUESTS**

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PURPOSE

The purpose of this MAPP is to describe the process in which CDER Management Officers request office space for employees.

BACKGROUND

The CDER Office of Management (OM) Space Manager serves as the Office of Facilities Engineering and Mission Support (OFEMS) Liaison and provides continuous coordination for office space and other space needs across a spectrum of multiple buildings and office spaces in the Washington, DC Metro area. Factors that drive this coordination requirement include internal reorganizations that facilitate operational efficiencies and employee transition and movement as a normal part of the Center's ongoing operations. CDER White Oak laboratories, St. Louis laboratories, and document rooms are exempt from this instruction.

CDER's expanding mission has resulted in facility shortages. To compensate for these facility shortages, CDER utilizes a mixture of private, office-sharing, rotational (desk sharing), and temporary (hoteling) office spaces, depending upon the employee's role, responsibilities, and mission needs. CDER manages employee office spaces using data from network employee databases.

RESPONSIBILITIES**1. CDER OM OFEMS Liaison**

- a. Manages and coordinates all employee office space assignments and requests with the Management Officer (MO) and staff.
- b. Manages and operates a disparate employee office space database and provides periodic reports to management as needed.
- c. Serves as the liaison to the Agency (OFEMS) database manager.
- d. Provides advice and guidance to CDER management and staff regarding office space management, activities, and reporting.
- e. Determines approval or disapproval of all employee office space assignments.

2. CDER Management Officer (MO)

- a. Initiates requests for all employee office space requests to the CDER OFEMS Liaison using CDER's Space Request Form. These resources are available on CDER OM/DMS Administrative Toolkit Web page.
- b. Coordinates employee move notification with The National Treasury Employees Union (NTEU).
- c. Acts as the organization's primary point of contact regarding the office placement of all employees within their span of control.
- d. Routes all office space denial appeals through their management staff to the OFEMS Liaison who will forward to the OM Director for final decision.
- e. Places employee name on the door.
- f. If the space request is approved and the employee requires a move of personal office property, IT support, etc., the MO requests these resources using the Agency Information System (AIMS). If the move consists of more than four employees on the same date, the MO will contact the OFEMS Liaison.

3. CDER Employee

- a. Ensures their office space assignment information is current in the networked EASE and MS Outlook databases.
- b. Employees must review their MS Outlook database information periodically, and update the MS Outlook database within five days of a new office assignment.
 - 1) Employee updates can be made by choosing the appropriate [edit my info](#) link currently near the top left of the *inside.FDA* Web page.

4. OM Director or Designee

- a. Reviews all employee office space assignment appeals.
- b. Is the final decision point regarding denied employee office space assignment appeals.

PROCEDURES

Upon management's decision to move or assign an employee to a work space, the following procedures will be followed at least two weeks in advance of the proposed move:

1. The MO will obtain CDER's Space Request Form from CDER's Office of Management Administrative Toolbox Facilities Web page.
2. The MO completes the CDER Space Request Form.
3. The MO sends an email with the CDER Space Request Form attached to the OFEMS Liaison and cc: CDER Space Requests mailbox provided on CDER's Office of Management Administrative Toolbox Facilities Web page.
4. The OFEMS Liaison reviews and either will approve or disapprove the request within seven days.
5. The OFEMS Liaison sends an email to the MO indicating approval or disapproval and the basis for the decision.

Approved moves:

6. The MO notifies the NTEU and staff of the pending move.
7. The MO makes a request into the AIMS database to coordinate movers, IT, and other associated requirements, if necessary. If the move consists of more than four employees on the same date, the MO will contact the OFEMS Liaison.

Disapproved moves:

8. Appeals of disapproval decisions may be made to the OFEMS Liaison.

After the move occurs:

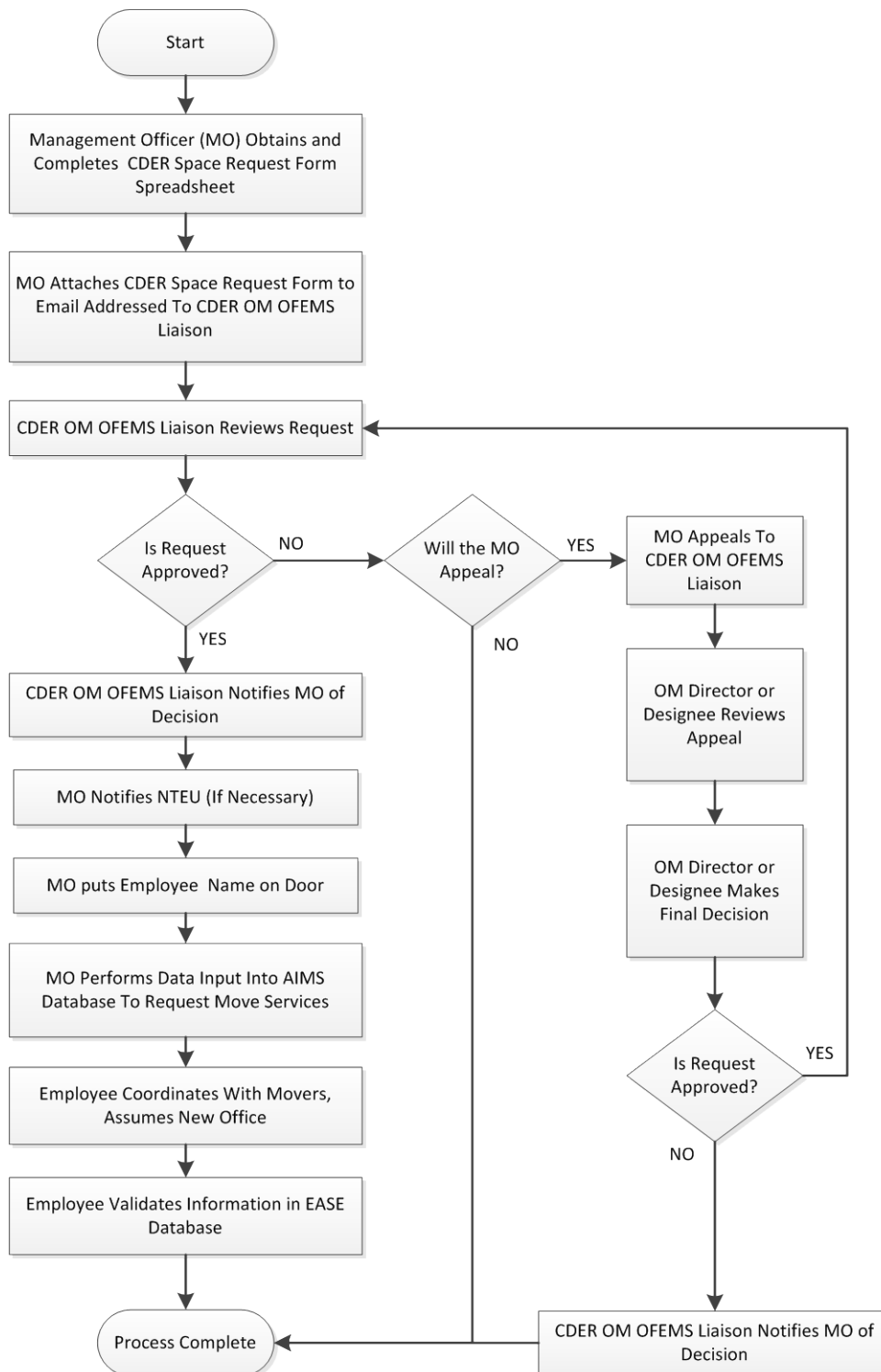
9. The MO will request the employee validate the employee's location and contact information in Outlook and EASE.

DEFINITIONS

Space Request- The space request consists of a CDER Space Request Form in an MS Excel format that is completed by the management officer and is used to notify the CDER OM OFEMS Liaison of employee workspace requirements.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment 1. CDER Space Request Process

MANUAL OF POLICIES AND PROCEDURES

CENTER FOR DRUG EVALUATION AND RESEARCH

MAPP 4643.4

Attachment 2. Space Request Form Data Fields

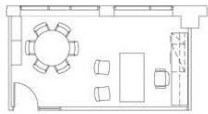
(This displays the data fields used in a separate MS Excel file. This form is for display purposes only.)

Approved	Space Request #	Date Received	Program Contact	Type
<i>Completed by IMB</i>	<i>Completed by IMB</i>	<i>Completed by IMB</i>	<i>Program Representative and SMO</i>	<i>Gain, Detail, or Relocation?</i>

To:										
Super Office	Office	Division	Branch	Full Name	Effective Date	Justification for space	Building Name	Room #	Employee Type	Bargaining Unit Status
				<i>Employee's full name as it appears on SF-50</i>	<i>What date will the move be taking place?</i>	<i>Why the move?</i>			<i>For example; Student, On Board, Commission Corps.</i>	<i>Bargaining Unit, Non-Bargaining Unit, or N/A</i>

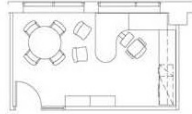
From:					
Super Office	Office	Division	Branch	Building	Room #

Attachment 3. Workplace Standards



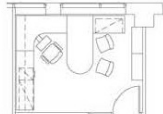
TYPE "B"
(300 SF)

- Deputy Commissioner
- Center Director



TYPE "C/D"
(240 SF)

- Associate Commissioner
- Assistant Commissioner
- Deputy Associate Commissioner
- Deputy Center Director
- Super Office Director (500 Staff plus)



TYPE "E/F"
(180 SF)

- Office Director
- Deputy Office Director



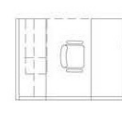
TYPE "G/H"
(120 SF)

- Staff Director
- Division Director
- Dep. Division Director
- Branch Chief
- Medical Officer
- Attorney
- Medical Doctor
- Scientist
- Senior Adviser
- Team Lead
- Reviewer
- Administrative Officer
- Other Professional Staff
- Telework/Hoteling
- Office Sharing



TYPE "I"
(120SF including FILES)

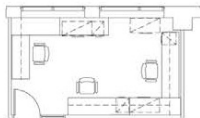
- Admin
- Shared PC Station



TYPE "J"
(48 SF)

- Senior Adviser
- Team Lead
- Reviewer
- Administrative Officer
- Other Professional Staff
- Branch Chief
- Medical Officer
- Attorney
- Medical Doctor
- Scientist
- Contractor/Intern
- Telework/Hoteling

Office Sharing Options



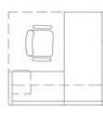
TYPE "C/D" Triple
(240 SF)

- Senior Adviser
- Team Lead
- Reviewer
- Administrative Officer
- Other Professional Staff
- Contractor/Intern
- Telework/Hoteling



TYPE "E/F" Double
(180 SF)

- Senior Adviser
- Team Lead
- Reviewer
- Administrative Officer
- Other Professional Staff
- Contractor/Intern
- Telework/Hoteling



TYPE "K"
(36 SF + Hoteling Locker)

- Telework/Hoteling

Update 9/19/2013