



U.S. General Services Administration

**GSA Order: Internal GSA Agency Bureau Code and Space Assignment Method**

OAS 4240.2A

Office of Administrative Services

**Purpose:**

To ensure that Agency Bureau (AB) codes and space assignment methods reflect and support current consolidation and sharing of space efforts across General Services Administration (GSA) organizations nationwide.

**Background:**

GSA is leading government-wide efforts to transform workplace design and services through improved space utilization, reduced cost, and superior value.

**Applicability:**

This directive applies to all GSA organizations that occupy Government-owned or leased space with the following exceptions:

1. The Office of Inspector General (OIG), given its independence under the Inspector General Reform Act of 2008 (5 U.S.C. §§ 401-424).
2. The Civilian Board of Contract Appeals, due to its independent authorities.
3. Outleases and licenses.
4. Presidential space.

**Cancellation:**

This Order supersedes OAS 4240.2, Internal GSA Agency Bureau Code and Space Assignment Method.

**Summary of Changes:**

This Order updates:

1. GSA AB code assignments;

2. Office of Administrative Services' (OAS) review of GSA Office Occupancy Agreements; and
3. Rent bill allocation methodology for GSA occupied space.

**Roles and Responsibilities:**

OAS' Office of Workplace Management and Services manages GSA internal workspace. This directive provides policy implementation guidelines for applicable GSA organizations.

**Signature:**

/S/ \_\_\_\_\_  
Bob Stafford  
Chief Administrative Services Officer  
Office of Administrative Services

3/13/2024 \_\_\_\_\_  
Date

# 1. Definitions

- a. Agency Bureau (AB) Codes A number assigned to each agency and bureau, used internally and by the Office of Management and Budget.
- b. Occupancy Agreement (OA) The OA is a complete, concise statement of the business terms governing the relationship between PBS and the tenant agency for a specific space assignment.
- c. Usable Square Feet (USF) The area where a tenant agency normally houses personnel and/or furniture.

# 2. Agency Bureau Codes

See Appendix for an updated list of GSA AB Codes.

# 3. OAS Review of OAs

The [Internal Space Allocation, Design and Management Policy](#) states that OAS will, for all internal GSA workplace projects, “review and approve all Occupancy Agreements.”

- a. When an OA for space occupied by GSA is ready for review and/or signature, the PBS Region will forward the OA to OAS’ Office of Workplace Management and Services.
- b. OAS will review and sign any OA requiring signature.
- c. OAS will also issue any notifications for releases of space for GSA-occupied space.

OAS will assess whether there is an opportunity to make improvements in the space utilization for expiring OAs. As part of this effort, the following will be reviewed:

- a. Project planning documents inclusive of the Program of Requirements, Client Project Agreement, and Design Intent Documents.
- b. Comparison of the rent to the rent estimate. For any OA that results in an increase in rent above what was projected for the occupancy in the rent estimate, OAS will notify the appropriate fund manager.
- c. Comparison of the USF and rent to any previous OA for space.

OAS will forward any OA that exceeds the permitted utilization rates prescribed by [OAS P 7005.1A](#) to the Chief Financial Officer (or designee) and the Senior Real Property Officer (or designee) for concurrence.

## 4. OA Allocation

OA allocation is done in one of two ways:

1. **OA allocation for all locations except headquarters:** Billing of GSA's individual ABs, including space and parking assignments, will be based on the overall FTE assignments to a building (with one exception for GSA national headquarters described in 2) below). For example, if FAS comprises 35% of the GSA FTE that are assigned to a given building as their official duty station, FAS will be assigned 35% of the GSA tenant space in that building. In a 3,600 USF occupancy for 24 GSA staff members across three ABs, USF would be divided across those ABs using the following methodology:

Agency Bureau	FTE Assigned to Bldg	FTE %	USF on OA
PBS	15	62.5% (15/24)	2,250 (62.5% * 3,600 USF)
FAS	8	33.3% (8/24)	1,200 (33.3% * 3,600 USF)
Working Capital Fund Orgs	1	4.2% (1/24)	150 (4.17% * 3,600 USF)
GSA Total	24		3,600

2. **1800 F OA allocation:** For GSA's national headquarters at 1800 F Street, Washington, DC, billing of GSA's individual ABs, including space and parking assignments, is based on total organization FTE rather than the number of FTEs assigned to the building. For example, if 35% of the agency FTE is FAS, FAS will

be assigned 35% of the GSA tenant space in 1800 F. Other than that change, the methodology is the same as described in 1.

Personnel counts will be made according to business rules listed on pages 6-7 of GSA's Internal Space Allocation, Design, and Management Policy ([OAS P 7005.1A](#)).

Spatial Data Management will measure, classify and assign the space in accordance with the [PBS National Business Space Assignment Policy](#).

All internal GSA workspaces will follow this OA allocation methodology.

## **5. Offices with Dedicated Spaces**

While GSA typically shares workstations and conference space across ABs, some groups for specific mission reasons will continue to require dedicated spaces. For example, OMA requires secured suites. All other assigned space is prescribed in Appendix B: Assignment of Spaces on page 13 of [OAS 7005.1A](#). Regardless, rent is still determined by FTE as described in 4. OA Allocation.

## **6. Timing for Updating OAs Based on FTE**

OAs will be updated to the FTE methodology when an OA requires a formal change (e.g. a release of space). All new OAs, including replacement OAs, will adhere to the FTE methodology.

## 7. Threshold for Updating OAs Based on Updated Personnel Counts

OA USFs will be updated only if one AB code's percent of occupancy of GSA's total personnel in that space increases or decreases by more than 15%. See example below.

Agency Bureau	Current Personnel Count	% of total GSA Occupancy	New Personnel Count	New % of total GSA Occupancy	Does change trigger new OA?
PBS	15	62.5% (15/24)	12	52.2% (12/23)	No
FAS	8	33.3% (8/24)	6	26.1% (6/23)	No
WCF funded orgs	1	4.2% (1/24)	5	21.7% (5/23)	Yes (17.5% change)
GSA Total	24		23		

If one OA in a building meets the above-threshold and an updated OA is required, any other OAs in the building would also need to be changed so that all the OAs add up to the correct total USF. In the above example, all OAs would need to be updated.

OAS will track personnel changes within each OA and monitor and flag OAs that need to be updated based on the percentage change.

## Appendix

Office/Fund		Fund	AB Code
Public Buildings Service	Public Buildings Service (Central Office)	192	4715
	Public Buildings Service (Regional Office)	192	4746
	Public Buildings Service (Service Center)	192	4764
	Public Buildings Service (Field Office)	192	4766
	Maintenance and Custodial Operations	192	4762
	Real Property Utilization and Disposal	142	4710
	Federal Executive Board	192	4716
	Public Buildings Service (All Other)	192	4714
	PBS Coworking Space	192	4791

Federal Acquisition Service	FAS Office Space	285	4742
	Region 1, Fleet Management Facilities	285	4761
	Region 2, Fleet Management Facilities	285	4763
	Region 3, Fleet Management Facilities	285	4765
	Region 4, Fleet Management Facilities	285	4768
	Region 5, Fleet Management Facilities	285	4756
	Region 6, Fleet Management Facilities	285	4793
	Region 7, Fleet Management Facilities	285	4794
	Region 8, Fleet Management Facilities	285	4795
	Region 9, Fleet Management Facilities	285	4796



	Region 10, Fleet Management Facilities	285	4798
	Region 11, Fleet Management Facilities	285	4799
	Region 9, Maintenance Control Center	285	4783
Working Capital Fund	Office of the Human Resources Management	262	4737
	Office of Administrative Services	262	
	Office of GSA IT	262	
	Office of Civil Rights	262	
	Office of General Counsel	262	
	Office of Small Business Utilization	262	
	Office of Chief Financial Officer	262	
	Office of Strategic Communication – WCF Portion (Regional)	262	
	Office of Mission Assurance – WCF Portion (Regional)	262	

	Office of Acquisition Policy Chief Acq Officer	262	
	Office of Customer Experience	262	
Operating Expenses	The Administrator and Regional Administrators	142	4732
	Office of Congressional Affairs	142	4701
Office of Government-wide Policy	Office of Government-wide Policy	151	4706
	Interagency Councils	173	4784