

OFFICE AND WAREHOUSE NET SPACE INCREASE NOTIFICATION

June 23, 2015

PMD FORM 15-05

Applicability:

Agencies must use this Form to notify the Department of an overall increase in Predominate Use Office and/or Warehouse space for which the agency has no internally available offsetting SF reduction. This will cause the agency to exceed its established baseline for such space under RTF.

Note: Predominate Use is the primary use of the real property asset as noted in the Federal Real Property Profile (FRPP). For example, buildings used primarily for office purposes are classified as “office” even though certain portions of them may be used for storage or research. Buildings with a Predominate Use of Warehouse are used for storage, and include covered sheds and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered storage bunkers. Excluded are airplane hangars, water reservoirs and petroleum, oil, and lubricant storage tanks.

Instructions:

1. Submit notifications using PMD Form 15-05 at least 30 calendar days in advance of the need to take action to incur the planned SF increase, such as to acquire/expand the space, or prior to starting rental payments in the case of leased space. Notifications should be submitted as soon as the need is known, especially in the case of direct leases and GSA Occupancy Agreements that require 18 to 24 months of advanced planning.
2. The submitting agency’s Administrative Services Division Director (or equivalent) must sign the form.
3. Submit the completed form by emailing Stephen.Rau@dm.usda.gov, or mail to:

USDA/OPPM
Property Management Division
ATTN: Stephen Rau, Asset Manager
1400 Independence Avenue, SW
Mail Stop 9304
Washington, DC 20250

For assistance completing this form please contact Mr. Rau at the above email address or by phone on (202) 690-5613.

Important Note: Do not execute any lease or other real property contract that obligates the Government to take possession of or pay for the space identified in this form until it is returned to the submitting agency after being acknowledged (signed) by the PMD Chief.

Office and Warehouse Net Space Increase Notification - PMD Form 15-05

Control Number (To be completed by PMD):

SECTIONS 1-6 TO BE COMPLETED BY SUBMITTING AGENCY

SECTION 1: SUBMITTER'S CONTACT INFORMATION

1. Date Submitted:		
2. Agency:	3. Submitter's Title:	
4. Submitter's First Name:	5. Submitter's Last Name:	
6. Submitter's Email:	7. Submitter's Phone Number:	
8. Submitter's Address:		

SECTION 2: SPACE INCREASE DATA

9. Space Type (Predominant Use):	10. Square Footage (SF) Requested:
11. RPUID 'cf'; G5'C5 Number:	12. Space Category:
13. Property Address:	
14. Comments:	

SECTION 3: REASON FOR SPACE INCREASE

15. Reason for Space Increase (Please check all that apply):	New Lease	New Acquisition (Owned Buildings Only)	Consolidation
	Co-Location	Expansion (Leased or Owned Buildings)	Other
16. If "Other" selected in Question #15 please explain:			

SECTION 4: JUSTIFICATION

17. Is the SF increase required to meet a mission critical need?	Yes	No
18. How long will the space needed?	Months or	Years or Indefinite
19. Provide justification to support the need, e.g. to meet an Executive, Legislative, or Judicial requirement to establish a new or expanded program or to respond to an emergency:		

SECTION 5: ATTACHMENTS

Attach pertinent information that will help OPPM understand the requirement. Examples include CPAIS screen captures, GSA rent bills, Occupancy Agreements and any other documentation, such as copies of the court order, legislation or an Executive Order that substantiates the need for the SF increase.

20. Please list any attachments by name:

SECTION 6: ADMINISTRATIVE SERVICES DIVISION DIRECTOR (OR EQUIVALENT) SIGNATURE

AGENCY COMPLETES PRIOR TO SUBMITTING THIS FORM

Title:	Name:
Date:	Signature:

SECTION 7: PROPERTY MANAGEMENT DIVISION - ACKNOWLEDGEMENT OF RECEIPT OF NOTIFICATION

TO BE COMPLETED BY OPPM

Title:	Name:
Date:	Signature: