



**ADMINISTRATIVE
COMMUNICATIONS SYSTEM
U.S. DEPARTMENT OF EDUCATION**

DEPARTMENTAL DIRECTIVE

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Distribution:
All Department of Education
Employees

Approved by: _____/s/_____
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Moves within Headquarters Facilities

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For technical questions regarding this Administrative Communication Systems (ACS) document, please contact Robert Lacey via e-mail or telephone 202-401-1446.

Supersedes OM: 4-104 "Moves Within Headquarters Facilities" dated 04/02/2004 and the pen and ink changes dated 09/30/2004.

I. Purpose

This directive establishes the U.S. Department of Education's (ED) policy and procedures for moving individuals and workstations within headquarters facilities.

II. Policy

The Office of Management (OM) Facilities Services (FS) moves only government-owned program materials, organizational furniture, and office equipment. It also moves furniture when furniture requirements are not met at the new location. If FS determines that furniture requirements are not met at the new location, they will relocate existing furniture to meet customer's requirements. The Office of the Chief Information Officer (OCIO) moves ED's accountable information technology (IT) and telecommunications (Telecom) equipment.

III. Authorization

Federal Management Regulations, 41 CFR, Chapter 102.

IV. Applicability

This directive applies to all moves within ED's headquarters facilities.

V. Definitions

A. **Chargeback.** Funding provided by the Principal Office (PO) out of their Salaries and Expenses (S&E) allocation to pay for ED administrative services, supplies, or equipment that is not already funded or provided for in the current OM budget. This includes: 1) offices that provide such funding through their separately appropriated accounts and 2) offices that are funded from the same appropriation as OM.

B. **IT and Telecommunications Equipment.** Any equipment or interconnected system or subsystems of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching interchange, transmission or reception of data or information. This includes desktop personal computers and related peripheral components.

C. **Excess Property.** Property no longer needed by an office.

D. **Furniture Workstation.** Generally consists of a desk and chairs and may include other furniture or equipment assigned to individual employees.

- E. **Office Equipment.** This includes typewriters, calculators, paper shredders, fax machines, scanners or any other office machinery, excluding IT and Telecom equipment.
- F. **Organizational Furniture.** Items shared by the organization such as file cabinets, storage cabinets, worktables, bookcases, etc.
- G. **Program Material.** Generally consists of official files, records, publications, brochures, etc.
- H. **Systems Furniture.** Are connected structural panels with a wide range of furniture components, panel supported and/or freestanding work surfaces, and drawer pedestals.

VI. Responsibilities

- A. **Executive Officer (EXO)** is responsible for:

1. Involving OM, Human Capital Client Services (HCCS) and/or the Union in appropriate aspects of planning for moves of bargaining unit employees in accordance with appropriate agreements; and
2. Requesting space or moving services by contacting OM Help Desk at HELPDESK - Office of Management or 202-708-HELP selection 3. EXOs must sign the final floor plans and the PO may not deviate from the signed plan without the EXO's written concurrence.

- B. **Office of the Chief Information Officer (OCIO)** is responsible for:

Planning, scheduling and establishing customer IT and Telecom equipment requirements. Coordinating move requests with all move resources, such as, Installs, Moves, Adds, and Changes (IMAC); the Communication & Network, Network Services Team (NST), and with FS.

- C. **Human Capital and Client Services (HCCS)** is responsible for:

Working with EXOs and FS to involve the Union in appropriate aspects of planning for moves of bargaining unit employees in accordance with appropriate agreements. After completion of collective bargaining obligations, the HCCS provides notice of approval to the EXO and FS.

- D. **EXO Move Coordinator/Asset Manager as designated by the EXO** is responsible for:

1. Coordinating the movement of IT and Telecom equipment. They are authorized to request moves on behalf of the respective Executive Office; and

2. Ensuring the Asset Management System is updated after each move has been completed.

E. **Facilities Services (FS)** is responsible for:

Surveying space for planned moves, obtaining any required General Services Administration (GSA) approval for structural changes, and providing technical and project management assistance to POs in the areas of space planning and office layouts.

F. **Facilities Services Project Manager** is responsible for:

Developing and implementing project schedule, program of requirements, budget template, related paperwork and coordinating with the EXO Move Coordinator/Asset Manager and ED's contract movers to schedule and execute moves.

G. **The EDUCATE Move Project Manager** is responsible for:

Coordinating tasks with all IMAC participants (FS, Network Control Center (NCC), Installs, Moves, Adds & Changes (IMAC) Team, Tier 2, Telecomm and Cabling and end user support) associated with any Department move.

H. **OM Management Services (MS) Copier Specialist** is responsible for:

Determining who moves the copiers and makes necessary arrangements to have copiers moved.

I. **FS's Move Contracting Officer's Representative (COR)** is responsible for:

Monitoring ED's contractor movers to ensure that their work stays within the scope of the contract and moving all packed workstations, equipment, program materials, and any other items as directed.

J. **OM Help Desk under direction of FS** is responsible for:

Processing requests as indicated in the Move Procedures section of this directive and forwards them to the appropriate office(s).

K. **Employees** are responsible for:

1. Preparing and packing workstations, organizational equipment, and program materials to be moved using instructions and forms as indicated in the Move Procedures section of this directive; and

2. Notifying the EXO Move Coordinator/Asset Manager of any problems encountered during the moving process.

VII. Chargebacks

- A. FS will notify the EXO prior to incurring excessive costs to avoid chargebacks. The PO is responsible for reimbursing FS for excess costs due to the following situations:
 1. Incurring unnecessary delays when the procedures in this directive are not followed (i.e., failure to follow customer guidelines), for example:
 - a. Making changes that do not support the organizational mission or improve life/safety after the final plan has been signed by the EXO;
 - b. Not choosing the most cost-effective move/alteration plan (PO will pay the difference); and
 - c. Not notifying FS within the established time frames that a move is planned.
 2. More than one major move during a fiscal year consisting of 20 percent or more of the PO; and
 3. More than two small moves during a fiscal year consisting of less than 20 percent of the PO.
- B. OCIO has a chargeback system in place for certain expenses that may be incurred in a move. They include, but are not limited to, the following:
 1. IMAC service charge;
 2. Premium IMAC Service charge for moves conducted after normal business hours;
 3. Cabling needed to support the move; and
 4. Network infrastructure materials if the move is to a space that was not previously occupied by ED.

VIII. Move Procedures

A. Space Planning

1. EXOs will provide program requirement data so that FS space planning personnel can provide assistance in strategic planning to ensure a cost effective and time efficient approach to implementation prior to submitting

the request for move;

2. When FS receives a request for space planning, the FS staff will:
 - a. Schedule a Kick-Off Meeting within one week of receiving the request to assess current and projected needs. The EXO, EXO Move Coordinator/Asset Manager, the FS Project Manager, Union Representative, OCIO, the OM/MS Copier Specialist, and ED's Move COR are invited to this initial meeting;
 - b. Agree on a schedule with the PO;
 - c. Survey the space to ensure space requirements can be met;
 - d. Develop Design Intent Drawings (DID) of space layout;
 - e. Obtain GSA approval for structural changes (i.e., removing or constructing walls); and
 - f. Arrange for the service(s) to be completed and ensure that space is ready for occupancy.
3. After the EXO reviews and comments, and receives a final DID from FS, the EXO will sign the final floor plan. The PO may not deviate from the signed plan without the EXO's written concurrence.

B. Requesting Moving Services

1. Upon approval of the DID (DID is annotated with employee names and grades), EXOs will:
 - a. Contact the HCCS to notify the Union;
 - b. Coordinate moving services with OCIO to request moving instructions for IT and Telecom equipment; and
 - c. Submit a request for moving services to the OM Help Desk for processing at least:
 - i. 10 working days before a move that involves 9 or fewer workstations; or
 - ii. At least 30 working days before a move involving 10 or more workstations.
 - d. The EXO shall submit a Performance Work Statement (PWS) and Independent Government Cost Estimate (IGCE) to the EDUCATE Move

Project Manager for review and submission to the EDUCATE Contracting Officer's Representative (COR).

The information found in the table shown below gives the lead-time OCIO needs to move IT and Telecom equipment.

Move Types	Less than 10 Workstations	10 or more workstations
<i>Internal Moves</i>	PCs 5 business days	PCs 10 business days
<i>External Moves</i>	PCs 10 business days	PCs 15 business days
<i>Special Moves (moves to new space)</i>	PCs 21 business days	PCs 28 business days
<i>Temporary/ Emergency moves</i>	As much notice as possible	As much notice as possible

2. The OM HELP DESK records the request, enters the information into the internal database, assigns an internal number, and forwards it to FS and OCIO.
3. Once the move date has been established with all necessary signatures, the FS Project Manager and the EXO Move Coordinator/Asset Manager will conduct a physical inventory to establish what items will be moved and what items to surplus. The FS Move Coordinator will excess all surplus items after the PO has been relocated.
4. FS's Project Manager:
 - a. Contacts the EXO Move Coordinator/Asset Manager and the OCIO IMAC Project Leader within one day to initiate move coordination;
 - b. Schedules moving date(s) and time(s);
 - c. Forwards moving instructions to the EXO Move Coordinator/Asset Manager for distribution to the appropriate employees; and
 - d. Makes arrangements to deliver packing boxes.
5. The EXO Move Coordinator/Asset Manager:
 - a. Informs employees to be moved of the scheduled moving date(s) and time(s);

- b. Provides moving instructions;
 - c. Ensures that packing boxes, tape, and labels are available; and
 - d. Collects corridor keys and returns them to the FS Move Coordinator.
6. Employees follow the instructions provided by the EXO Move Coordinator/Asset Manager. These instructions may include, but are not limited to, procedures employees should follow to:
- a. Label items to be moved with employee name, building, and room number;
 - b. Empty and pack desk drawers, filing and storage cabinets;
 - c. Move employee-owned property;
 - d. Notify the EXO Move Coordinator/Asset Manager promptly of any problems encountered during the move process; and
 - e. Submit corridor door keys to the EXO Move Coordinator/Asset Manager.

C. Executing Move

FS's Project Manager:

1. Notifies OM's Security Services personnel and the GSA Building Manager of the date(s) and time(s) of the scheduled move and makes arrangements for dock access, security, and elevator service; and
2. Authorizes contract movers to execute the move on the date(s) and time(s) scheduled.

D. Disconnect IT and Telecom Equipment

OCIO Technical staff:

1. Labels all IT and Telecom equipment with removable labels for all computer equipment (CPUs, monitors, printers and peripherals), which will include the customer's name, building, and new location room number;
2. Disconnects computers at the old location (CPUs, monitors, local and network printers, and other peripherals);
3. Packs all small peripherals into 14" x 25" plastic bags provided by OM and labels the bags. This includes Government-owned keyboards, mouse,

- speakers, zip drives, PDA, and assistive technology equipment;
4. Packs/moves computers at the old location to the new location (CPU, monitors, local and network printers, and other peripherals in the plastic bags); and
 5. Moves all IT and Telecom equipment and begin reconnections immediately.

E. New Location

OCIO will post customer identification sheets that includes the customer's name, building office/cubicle room number and asset ID number at each user's new location. The customer identification sheet was created to assist the movers and IT and Telecom equipment staff.

F. Reconnect IT and Telecom Equipment at New Location

OCIO Technical Staff:

1. Unpacks computers at new location (CPUs, monitors, local and network printers, and other peripherals in plastic bags);
2. Reconnects computers at new location (CPUs, monitors, local and network printers and other peripherals) and ensures EDUCATE connectivity of all IT and Telecom equipment; and tests for printing capabilities; and
3. Provides post-move follow-up when the users return to the office the next business day.

G. Furniture and Copiers Requiring Special Handling

1. **Systems Furniture.** If systems furniture is relocated, FS will coordinate with the furniture contractor on the development of layout plans and will ensure that the contractor will disassemble furniture at the current location and reassemble it at the new location;
2. **Leased Copiers.** ED can move some low-volume copiers. Mid to high-volume copiers must be moved by the vendor. When a large move requires relocation of copiers, FS will notify the OM/MS copier specialist as part of the move planning. To only move a copier, use the steps below:
 - a. To move leased copiers, EXOs will call the OM HELP DESK with the name, type, and model of copier machine at least 30 days prior to the proposed move date;

- b. OM HELP DESK will forward the information to the FS Move Coordinator and the OM/MS Copier Specialist; and
- c. After receipt of the notification, the OM/MS Copier Specialist:
 - i. Arranges to complete any special electrical requirements at least two weeks prior to the proposed move; and
 - ii. Schedules the moving of leased copiers according to the manufacturer's instructions.