

CHAPTER 3. HEADQUARTERS PERSONNEL STATIONED IN THE FIELD

- 3-1. General. This Chapter deals with providing space for Headquarters personnel stationed in the Field, i.e., Office of Inspector General, Office of Interstate Land Sales Registration, Title I Financial Representatives, etc. The space housing these activities shall be separated from the Regional and/or Field Offices by ceiling-high partitioning. The Office of Administrative and Management Services, Communications and Space Management Division (ASM), is responsible for coordinating the space requirements for these activities with the respective Headquarters counterparts.
- 3-2. Procedures. When a major change or relocation of any of these activities is planned, advance coordination with ASM is required. Major alteration and relocation costs shall be funded by ASM. A proposed detailed template layout shall be developed by the Director, Administrative Services Division (ASD), and submitted to ASM for review. ASM will, in turn, coordinate with the appropriate Headquarters office to obtain approval or to make changes to the proposed plan, as necessary, to ensure that continuity of operation, security and accessibility is maintained. After approval from the Headquarters office is gained, ASM will notify the ASD to proceed with the project. The ASD shall monitor the project through completion.