

CHAPTER 9. RELOCATION OF REGIONAL AND FIELD OFFICES

- 9-1. General. When circumstances dictate that expansion or replacement space is necessary for the efficient operation of a Regional or Field Office, a SF-81, Request for Space, and GSA Forms 1476, Space Requirements Worksheets, as appropriate, are submitted to GSA. In some instances, expansion or replacement space can be provided without disruption to another agency.
- 9-2. Cost Responsibilities. When an agency is moved (displaced) because of HUD's expansion, GSA funds only initial space alterations in the agency's expansion space. HUD, as the expanding agency, shall, in the space being provided for the displaced agency, fund moving and telephone relocation costs and for all above standard initial space alterations required to make the displaced agency's new space comparable to the previous assignment. In instances where GSA cannot provide an agency justifiable contiguous expansion, and the agency is relocated, GSA has forced the move. GSA, therefore, must assume the cost normally funded by the expanding agency in the replacement space.
- 9-3. Change of Address. When an Office in the Field is scheduled to relocate to new quarters or has a change in its address, the Director, Administrative Services Division (ASD), shall advise the Office of Administrative and Management Services, Communications and Space Management Division (ASM), by memorandum. The memorandum shall include the confirmed moving date, new or revised mailing address, name and telephone numbers of key personnel and the working hours, including time zone, of the Office. Upon receipt of this information, ASM shall prepare a Staff Bulletin announcing the change.
- 9-4. Moving of Offices. Moving an Office from one building to another can be an orderly, systematic operation with a minimum loss of work time or a disorganized project resulting in wasted staff hours and loss of production. The factor that makes the difference between a successful or a poor move is the amount of preliminary planning and scheduling that is done. For detailed moving instructions, refer to Publication HUD-479-AS, "It's Your Move!," (October 1977).