

Department of Mental Health  
**TRANSMITTAL LETTER**

**SUBJECT**

**MHA Program Relocation and Space Assignment**

**POLICY NUMBER**

**DMH Policy 621.2**

**DATE**

**SEP 22 2008**

**TL# 107**

**Purpose.** To delineate the policy and procedures for submitting requests for additional space, changes in space utilization, and program relocation.

**Applicability.** Applies to all DMH programs located at the Mental Health Authority (MHA), 64 NY Avenue. These guidelines shall also apply when other agencies within the District of Columbia Government request temporary allocation of space at the MHA.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate MHA offices.

**Implementation Plans.** A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

**Policy Dissemination and Filing Instructions.** Managers/supervisors of DMH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual.

**ACTION**

**REMOVE AND DESTROY**

None

**INSERT**

**DMH Policy 621.2**

  
\_\_\_\_\_  
Steven T. Baron  
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH	<b>Policy No.</b> 621.2	<b>Date</b> SEP 22 2008	<b>Page 1</b>
	<b>Supersedes:</b> None		

**Subject: MHA Program Relocation and Space Assignment**

1. **Purpose.** To delineate the policy and procedures for submitting requests for additional space, changes in space utilization, and program relocation.

2. **Applicability.** Applies to all DMH programs located at the Mental Health Authority (MHA), 64 NY Avenue. These guidelines shall also apply when other agencies within the District of Columbia Government request temporary allocation of space at the MHA.

3. **Authority.** Department of Mental Health Establishment Amendment Act of 2001.

4. **Policy.**

4a. Space allocation and relocation efforts will be determined in accordance with the guidelines in this policy in order to effectively utilize available space at the Mental Health Authority (MHA).

4b. The availability of appropriate space to accommodate various MHA programs must be managed in the interest of the needs of the entire MHA.

4c. MHA Deputy Directors are delegated the responsibility for the appropriate utilization of all space assigned to them. However, if an incumbent vacates a position, that space may be reassigned.

4d. All space changes/new space requests must be submitted on the MHA Space Request form (Exhibit 1), and require written approval from the Deputy Director, Office of Administrative Operations/designee prior to the change or occupancy.

5. **General Guidelines for Space Utilization**

5a. Employees who are Grade 15 and above (or equivalent) will be given first priority for offices. This will not apply to temporary promotions to a Grade 15 or above. Determinations regarding office space for employees who are Grade 14 and below will be made on a case by case basis based on presentation of need and availability of space.

- Staff who are Grade 14 and below who occupy an office as of the date of this policy will be allowed to remain in an office; however, relocation to another space may be required in the future as the organizational composition changes to accommodate the space needs for employees who are Grade 15 and above.

5b. Consideration will be given to the following when determinations are made regarding requests for additional space, changes in space utilization, and program relocation:

- movement of communication equipment, and other associated costs;
- impact on adjoining areas;
- compatibility to long-term program planning;
- possibility for group space verses single cubicles;

- compatibility with planned use;
- the need for confidentiality, in accordance with official position description;
- identified needs of individuals with disabilities in accordance with the Americans with Disabilities Act;
- the amount of time an incumbent occupies an office/cubicle verses being out in the field; and
- whether or not an office/cubicle may be shared by part-time or contract workers.

**6. Procedures.**

**6a. MHA Office Deputy Directors shall:**

(1) **Submit** requests for space assignments, changes in space utilization, and program relocation on MHA Space Request form to the Special Assistant for the Office of Facilities Planning for review and transmittal to the Deputy Director, Office of Administrative Operations.

- Requests must include, as applicable, justification for new space or reconfiguration of existing space, computer/telephone needs, special conditions/needs which must be provided for, storage needs, or any other information pertinent to the request.

(2) **Report** vacated or under-utilized space to the Special Assistant for the Office of Facilities Planning for possible redistribution.

**6b. The Special Assistant for the Office of Facilities Planning shall:**

(1) **Provide** advice and assistance on matters of space utilization.

(2) **Evaluate** space needs for new positions, new programs, requests for program relocation, and changes in space assignment.

(3) **Conduct** on-site surveys and interviews with appropriate management staff during the review period to determine or clarify specific requirements.

(4) **Consult** with the Chief of Staff, MHA Office Deputy Directors, and program staff, as necessary.

(5) **Transmit** MHA Space Request forms to the Deputy Director, Office of Administrative Operations, for decision with recommendations for approval/disapproval.

(6) **Notify** the requesting organization of the final decision.

**6c. The Deputy Director, Office of Administrative Operations shall:**

(1) **Resolve** problems associated with space assignment and/or utilization.

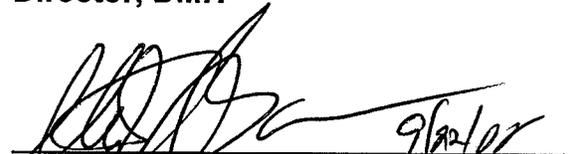
(2) **Decide** on space assignments in consultation with the Deputy Director responsible for that program area, and indicate decision on MHA Space Request form, **or** make recommendations to the Director for decision on significant impact or particularly sensitive issues.

(3) **Send** the MHA Space Request form with written decision to the Special Assistant for the Office of Facilities Planning to coordinate approved space changes.

7. **Recordkeeping.** The Special Assistant for the Office of Facilities Planning will:
- **maintain** a central file with all information related to space allocation.
  - **utilize** the information on the approved MHA Space Request form to update the central file.
  - **conduct** an annual audit to ensure records and actual space allocation match.

**Approved By:**

**Stephen T. Baron  
Director, DMH**

  
\_\_\_\_\_  
(Signature) 9/22/08  
\_\_\_\_\_  
(Date)

