

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PROCUREMENT AND SUPPLY MANAGEMENT

PERSONAL PROPERTY

ACQUISITION AND USE OF OFFICE FURNITURE AND FURNISHINGS

Transmittal Number 77-47 -- Date: 07/11/1977

1. Purpose
 2. Definitions
 3. Authorized Users
 4. Reduction in Purchase of Office Furniture
 5. Use of Excess and Rehabilitated Furniture and Furnishings
 6. Furniture and Furnishings in Use
 7. Certification
 8. Approval Authority
 9. Authority to Approve Exceptions
 10. Effective Date
- Attachment A - Certification

1. PURPOSE

This guide implements the provisions of HEW Material Management Manual, PHS Subpart 103-25.3, which sets forth the use standards and eligibility criteria for office furniture and furnishings.

2. DEFINITIONS

A. Executive Furniture.

1. This type furniture may feature walnut, oak, or teakwood tops; panels of steel construction, bright chrome-plated legs, hardware, and accent strips; and distinctive design chairs with matching or accentuating color fabrics, or
2. Unitized traditional or modern wood executive furniture listed in the CSA Supply Catalog, Federal Supply Schedule, and comparable listings from Federal Prison Industries, Inc., and vendors on current GSA schedule.

B. Contemporary Steel Furniture.

1. This type furniture features either black or parchment walnut-textured, plastic laminated tops with varied colored components; chairs with matching or accentuating color fabrics and vinyls; bright chrome-plated legs, hardware, and accent strips, or
2. Comparable furniture listed in the GSA Supply Catalog, Federal Supply Schedule, and listings from Federal Prison Industries, Inc., or vendors on current CSA schedule.

3. AUTHORIZED USERS

- A. Executive Furniture. Employees in grade GS-15 and above, including equivalent commissioned corps ranks (0-6 and above).
- B. Contemporary Steel Furniture. Employees in grade GS-14 and below, including equivalent commissioned corps ranks (0-5 and below).
- C. Equivalent furniture is authorized for personnel in adjacent space occupied as a secretarial/reception area. This would include the Office of the Deputy if the deputy and the chief shared a common secretarial/reception area.
- D. Carpeting may be authorized for use where it can be justified over other types of floor covering on the basis of cost, safety, insulation, acoustical control, the degree of interior decoration required, or to maintain an environment commensurate with the purpose for which the space is allocated. If justification is sufficient, carpeting priced from \$9 to \$15 per square yard may be authorized for individuals listed in paragraph 3a; \$6 to \$9 per square yard for those listed in paragraph 3b.
- E. Draperies are authorized for use, where justified, over other types of window coverings on the basis of cost, insulation, acoustical control, or maintenance of an environment commensurate with the purpose for which the space is allocated, as when executive office furniture is authorized. Draperies shall be of noncombustible or flame-retardant material. Prior to authorizing purchase of draperies, approving officials will:
 1. Ensure that the least expensive line of draperies necessary to fulfill requirements are utilized.
 2. Consult with the agency operating or managing the building to determine whether there are any restrictions on varying the building's decor; types of drapery hardware permitted; or drapery color/pattern visible when building is viewed externally.

4. REDUCTION IN PURCHASE OF OFFICE FURNITURE

The head of each FDA activity delegated procurement authority shall:

1. Limit the acquisition of new office furniture and furnishings to essential purposes. Acquisition of additional furniture from any source is authorized only under the circumstances listed below.
 - a. For essential requirements arising from quantitative increases in onboard employment.
 - b. For essential requirements arising from a need not related to onboard employment increases but which are determined necessary to avoid impairment of program efficiency.
2. Prohibit expenditure of Government funds for pictures, objects of art, plants or flowers (both artificial and real), or any other similar type items intended for the personal convenience or to satisfy the personal desire of an official or employee, unless authorized by law.
3. Restrict replacement of furniture either to usable excess, rehabilitated, or the least expensive lines of new furniture determined to meet the requirement. Replacement is not authorized unless estimated cost of repairs or rehabilitation will exceed 75% of the cost of a new item of the same type and class (based on prices shown in the current GSA Supply Catalog, Federal Supply Schedule, or the lowest available market price).

5. USE OF EXCESS AND REHABILITATED FURNITURE AND FURNISHINGS

- A. Upon receipt of properly approved and cleared requisitions for office furniture and furnishings, the Procurement, Property, and Facilities Management Branch, Division of Management Services, or the appropriate field activity (involving field requirements), shall take the following action to obtain the requested items:
 1. Determine whether the requests meet the use standards of this Guide.
 2. Furnish all or part of the items from excess or rehabilitated stocks.
 3. Canvass the HEW activities to ascertain whether suitable excess items are available. If so, effect transfer.
 4. Canvass other Federal agencies for availability of suitable excess items. Effect transfer of items if economically feasible.

- B. If requisitioned items cannot be supplied from excess or rehabilitated stocks, the Procurement, Property, and Facilities Management Branch, or the appropriate field activity, shall document the requisition and proceed with procurement action.

6. FURNITURE AND FURNISHINGS IN USE

If Executive Furniture is being used by personnel who do not qualify under the criteria outlined in paragraph 3 a. above, such use may be continued. However, a list of those users should be compiled and updated annually by each Headquarters Office and Bureau, each Regional Office, and NCTR. At such time as these items are required for personnel at or above the levels prescribed in paragraph 3 a. above, this furniture shall be reassigned to an authorized user in lieu of procurement of like or similar items.

7. CERTIFICATION

A certificate (See Attachment A) shall be accomplished on bond paper and attached to, or made a part of, all HEW-393 requisitions for Executive Furniture. The appropriate preprinted requisition number at the upper right-hand corner of the HEW-393 should be placed at the top of Attachment A. This certificate shall be signed by:

1. Headquarters. Associate and Assistant Commissioners, Bureau Directors, or their designee.
2. Field. District Offices--District Director; NCTR--Executive Director.

8. APPROVAL AUTHORITY

The following individuals are designated as approving authorities for the certificate cited in paragraph 7 above.

- A. Headquarters. Chief, Procurement Property, and Facilities Management Branch, Division of Management Services.
- B. Field. Regional Offices--Regional Food and Drug Directors for offices under their jurisdiction; NCTR--Director.

9. AUTHORITY TO APPROVE EXCEPTIONS

- A. Exceptions allowing personnel, not authorized under paragraph 3 a. above, to be assigned Executive Furniture, must be approved by the Associate Commissioner for Administration or the Deputy Associate Commissioner for Administration.

B. Requests for exceptions must be fully justified in writing and accompany, or be made a part of, the requisition.

10. EFFECTIVE DATE

The provisions of this Guide are effective immediately upon its receipt.

Staff Manual Guide 2620.1, Attachment A

(HEW-393 Preprinting Requisition Number)

The following certificate shall be attached to, or made a part of, all HEW-393 requisitions for Executive Wood Furniture. It shall be certified and approved by Headquarters or the Field, as appropriate.

Certificate

This is to certify that the furniture described herein is being purchased to satisfy new requirements (explain), or as replacement for item(s) in use (explain). Furniture is being purchased for Name, Grade, Position Title, who meets the eligibility requirements established in FDA Staff Manual Guide 2620.1. Suitable property to meet this requirement is not available from unassigned inventories, excess, or reassignment from persons under my jurisdiction who are assigned, but not otherwise entitled to, this type of furniture.

(HEADQUARTERS)

CERTIFIED:

APPROVED:

Director, Bureau of Drugs

Chief, Procurement, Property
and Facilities Management Br.

DATE:

DATE:

(FIELD)

CERTIFIED:

APPROVED:

Region V (Detroit)

RFDD, Region V (Chicago)

DATE:

DATE:
