

Mission, Organization and Functions of Administrative Office's Space and Facilities Division

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The logo for the Federal Facilities Council, featuring the text "FEDERAL FACILITIES COUNCIL" in white, bold, sans-serif capital letters on a dark blue background.The logo for The National Academies, featuring the text "THE NATIONAL ACADEMIES" in white, bold, sans-serif capital letters, with "Advisers to the Nation on Science, Engineering, and Medicine" in a smaller, italicized font below it.

Administrative Office of the U.S. Courts



AO's Space and Facilities Division

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Main Point: AO's Space and Facilities Division participates in International Standardization Organization's (ISO's) process of developing of new standards on facilities management that will be adopted around the world.



Order of Presentation

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AO's Mission

AO Director's Responsibility to Provide Court Accommodations

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Space and Rent Management Planning

AO's Space and Facilities Division

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- National Space Reduction
- Asset Management Planning
- Circuit Rent Budget Program
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How AO's Space and Facilities Could Use Facility Management Standards

Main Point: This presentation sets forth the roles and responsibilities of the federal Judiciary for providing court accommodations and their implementation by the AO, U.S. courts and courts units nationwide.



Federal Judiciary

The Federal Judiciary is one of three branches of the Federal Government, organized under the U.S. Constitution and federal laws.

Article III requires establishment of a Supreme Court and permits the Congress to create lower courts, and to place limitations on their jurisdiction.

Today, 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals.

- The Court of Appeals for the Federal Circuit has nationwide jurisdiction to hear appeals in specialized cases, such as those involving patent laws and cases decided by the Court of International Trade and the Court of Federal Claims.

Main Point: “The judicial Power of the United States, shall be vested in one supreme Court, and in such inferior Courts as the Congress may from time to time ordain and establish.” Section 1, Article III, U.S. Constitution (1789).



Judicial Conference of the U.S.

Judicial Conference. The Congress created in 1922 what is now the Judicial Conference that serves as the principal policy making body concerned with the administration of the U.S. Courts.

Conference Committees. The Judicial Conference's 20 committees review issues within their established jurisdictions and make policy recommendations to the Conference. The committees are policy-advisory entities and are not involved in making day-to-day management decisions for the U.S. Courts or for the AO.

Supervision of AO Director. The Judicial Conference supervises the Director of the AO in the performance of his duties as the administrative officer of the courts of the U.S. In addition, certain statutes authorize the Judicial Conference to act in a variety of specific areas dealing with the administration of the U.S. Courts.

Main Point: The Congress created the Judicial Conference of the U.S. in 1922 to serve as the principal policy making body concerned with the administration of the U.S. Courts.



AO's Mission

Established in 1939, the AO serves the Judiciary in carrying out its constitutional mission to provide equal justice under the law.

The agency is a unique entity in government. Neither the Executive Branch nor the Legislative Branch has any one comparable organization that provides the broad range of services and functions that the AO does for the Judicial Branch.

The agency's lawyers, public administrators, accountants, systems engineers, analysts, architects, statisticians, and other staff provide a long list of professional services to meet the needs of judges and the more than 29,000 Judiciary employees working in more than 800 locations nationwide.

Main Point: The Congress created the AO in 1939 as an agency within the Judicial Branch that now serves the needs of judges and judicial employees working in more than 800 locations.



AO Director's Responsibility to Provide Court Accommodations

The AO Director and the Administrator of General Services have complementary, statutory relationships for federal spaces and facilities.

Federal Property and Administrative Services Act of 1949, as amended. The Congress granted the General Service Administration virtually exclusive authority to construct, maintain, and operate public buildings, including U.S. courthouses and ancillary facilities. 40 U.S.C. § 751.

Judiciary and Judicial Procedure Act of 1948, as amended. The Congress granted the AO Director specific authority to request and direct the Administrator of General Services to provide court accommodations, and recommend accommodations for closure with the approval of the Judicial Conference of the U.S. 28 U.S.C. §§ 462 and 604(a)(12).

Main Point: AO's Space and Facilities Division carries out the AO Director's responsibilities for spaces and facilities by assisting U.S. courts and court units with meeting their space needs.



Task Organization for Space and Facilities

The chair and 13 member judges of the Committee on Space and Facilities review, monitor and propose to the Judicial Conference policies regarding the Judiciary's space and facilities requirements, making recommendations for changes as appropriate. Subcommittees include space standards, space planning and rent management.

Each circuit judicial council has authority for property control records and space management programs, and for approving court accommodations as necessary.

Assistant circuit executives for space implement the councils' decisions about the needs for judicial spaces and facilities.

Architects and designers, and financial, special program and long range planning analysts in AO's Space and Facilities Division support the work.

Main Point: A collaborative, team-based organization provides spaces and facilities to enable courts and court units nationwide to operate federal forums for the resolution of conflicts and disputes.



Space and Rent Management Planning

Space Reduction is the Top Priority of the Committee on Space and Facilities (FY 2014 and beyond).

- “No Net New” Policy. Any increase in square footage in a circuit would be offset by an equivalent reduction in square footage in the same FY.
- 3% Space Reduction Target, by the close of FY 2018.
- Each circuit judicial council’s space/rent management plan will say how the policy will be implemented.

Total Usable Square Feet (USF) in Judiciary Inventory is 29M.

- 3% Reduction of USF inventory: National target USF by FY 2018.

Main Point: The national space target is based upon a 3% space reduction of inventory by the end of FY 2018, subject to exclusions for projects approved by the Congress.



AO's Space and Facilities - Functions

How AO's Space and Facilities implements the AO Director's responsibility to provide court accommodations:

Acquisition or release of spaces, including space reduction.

Long range facilities planning.

Prospectus-level construction and under prospectus-level projects.
See 40 U.S.C. § 3307 Congressional approval of proposed projects.

Under prospectus-level space actions, except for those circuits that have delegated authority for the actions (1st, 2nd, 4th, 5th, 9th and 10th circuits).

Courtroom technology and data systems installation and implementation.

Furniture program.

Main Point: Administrative functions enable the AO Director to provide court accommodations to meet the needs of judges and judicial employees working in more than 800 locations.



AO's Space and Facilities - Work & Initiatives

Courthouse technology requirements for prospectus & non-prospectus level construction.

Furniture Acquisition Plans for new courthouse construction.

Issue Reimbursable Work Authorizations to GSA , and track and process payments to GSA.

Cyclical maintenance and tenant alterations programs and funding.

Monitor GSA space rental charges.

Property and disposal program.

National space and security workshops training program.

Main Point: Work and initiatives in support of the space needs of Judiciary, include technology, furniture, maintenance, alterations, rent adjustments, property disposal and training.



National Space Reduction

- Space and Rent Management Plans?
- Integrated Workplace Initiatives (IWI).
- Incentives to Release Space.

Main Point: The Space and Facilities Committee's top priority is national space reduction, using circuit space and rent management plans, integrated workplace initiatives, and incentives to release spaces.



Asset Management Planning

Asset Management Planning (AMP) is an objective, long-range facilities planning process adopted in 2006 by the Judicial Conference.

The AO developed *AMP Business Rules* to guide this process by providing a framework to identify planning assumptions and housing strategies that optimize existing court facilities, support operational needs, and ensure cost efficiency and effectiveness.

AMP Business Rules address the application of space standards, planning assumptions, and parameters for deciding when a strategy may progress to the next level of the planning process, i.e., prospectus-level GSA feasibility study or below prospectus-level project.

Main Point: AMP is a long-range facilities planning process, and AO's *AMP Business Rules* guide the process by providing a framework to identify planning assumptions and housing strategies.



Circuit Rent Budget (CRB) Program

GSA's Rent Budget Comprises 3 Funding Components, A, B & C.

The Judicial Conference approved a set of recommendations by the Space and Facilities Committee for controlling and managing the rate of new space acquisitions and improving the Judiciary's ability to control space cost growth.

CRB gives judicial councils more authority/responsibility to determine how resources are expended. Under CRB, the judiciary's Salaries and Expenses rent requirements are divided into 3 funding components.

AO's Space and Facilities implements CRB for managing new space acquisitions, and improving the Judiciary's ability to control space cost growth. A *CRB Program Manual* sets forth business rules which govern the program that coincides with development of the budget submission to Congress, subject to the approval of the Space and Facilities Committee.

Main Points: CRB curbs the rate of new space growth and gives circuit judicial councils more authority to determine how a portion of budget resources reserved for rents are to be expended.



Guidance for U.S. Courts

Five-Year Courthouse Project Plans, 2014-2018. (March 2014).

Guide to Judiciary Policy and Procedures, Volume 16: Space and Facilities (2013).

Asset Management Planning (AMP) Business Rules (2012).

Tenant Alterations Delegations Manual (2012).

Circuit Rent Budget Program Manual (2010).

U.S. Courts Design Guide (2007).

- Exceptions to the 2007 U.S. Courts Design Guide (2008).
- Renovation and Alteration Appendix to the U.S. Courts Design Guide (2009).

Main Point: AO's Space and Facilities Division provides guidance to the U.S. Courts in the areas of policy, procedures, project plans, business rules, tenant alterations, and design of courts/court units.



How AO's Space and Facilities Division Could Use Facility Management Standards

Strategic. The Space and Facilities Committee reviews, monitors and proposes to the Judicial Conference policies regarding space and facilities requirements, making changes as appropriate. Decisions are made and policy is determined.

Tactical. Circuit judicial councils have authority for property control records and space management programs, and for approving court accommodations as needed. Assistant circuit executives for space implement the councils' decisions about the needs for judicial space and facilities. Operations are coordinated and managed.

Operational. AO's Space and Facilities Division supports the Judiciary's work and operations by gaining/maintaining current knowledge of facilities management systems standards to support policymaking. Activities are undertaken.

Let's Connect!

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Send Me Your Questions

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