

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

FLETC DIRECTIVE NO:	70-07.A
DIRECTIVE TITLE:	Space Assignment and Utilization
EFFECTIVE DATE:	3/23/2005

1. POLICY: The Federal Law Enforcement Training Center (FLETC) will provide a quality workplace environment, consistent with mission requirements, which maximizes the value of real property resources. This program shall be administered in a fair and equitable manner, including ensuring reasonable accommodation for individuals with disabilities.

2. SCOPE: The provisions of this directive apply to all FLETC training sites.

3. REFERENCE: 41 CFR 102-79, Assignment and Utilization of Space.

4. CANCELLATION: This directive hereby supersedes FLETC Directive 70-07.A, Space Assignment and Utilization, dated October 4, 1991.

5. PROCEDURES:

a. Requests for space (office or storage) shall be in writing with complete justification including any special requirements, date the space will be required, existing and projected staff levels.

b. Requests shall be sent to the appropriate training site point of contact:

(1) Artesia – Deputy Assistant Director.

(2) Charleston – Chief, Administration Division.

(3) Cheltenham – Chief, Administration Division.

(4) Glynco – Planning Specialist, Strategic Planning and Analysis Division (SPA).

c. Artesia, Charleston, and Cheltenham space assignments shall be approved by the Deputy Assistant Director or his/her designee, with information provided to the Assistant Director, Field Training Directorate. Each site shall maintain space records.

d. The Chief Financial Officer or his/her designee shall provide Glynco space assignment recommendations to the Deputy Director for approval. SPA shall maintain space records.

6. OFFICE OF PRIMARY INTEREST: Strategic Planning and Analysis Division, Chief Financial Officer Directorate.

[Signature on file](#)

Connie L. Patrick
Director