

## SPAD MISSION STATEMENT

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The Space Policy and Acquisition Division is responsible for the oversight and management of administrative space occupied by DoD agencies and military departments in the National Capital Region. This includes real property controlled by the Office of the Secretary of Defense, the Pentagon, Federal Office Building in #2, and space acquired for DoD by the General Services Administration. Also provide services as the Designated Agency Contacted for the OSD community. Services include: space acquisition, assignment, and disposal; design, construction, and fit-out of space for OSD tenants; financial management and accountability for rent, OSD Central Service Funds, OSD physical security installation and upgrade funds; and providing turn-key space for all OSD/MilDep/Defense Agency clients in the NCR.

SPAD provides a range of real property management services to include space acquisition and assignment and asset management. SPAD coordinates policy, acquisition and assignment issues for the Pentagon Renovation Program, and Realignment issues impacting the NCR space management program.

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## SPAD DIRECTORY

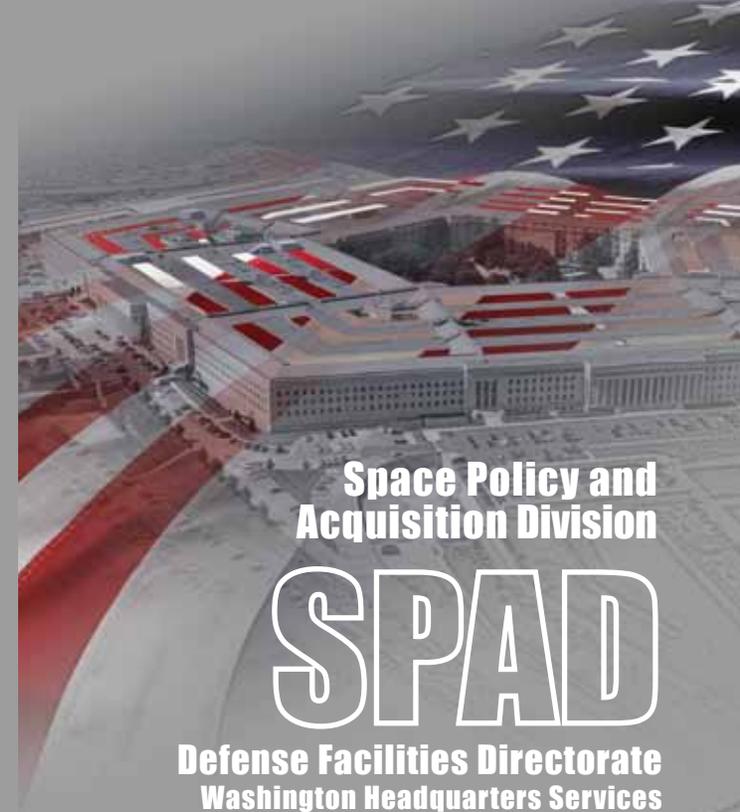
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Director	703-614-6399
Deputy Director	703-614-6399

### SPACE POLICY AND ACQUISITION DIVISION (SPAD)

Washington Headquarters Services  
1155 Defense Pentagon Room 2A934  
Washington DC 20301-1155

<http://www.whs.mil/dfd/spad/ICE>



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**Customer Service Information**

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# What We Do:

## Our Customers are Our Number 1 Priority!!!

SPAD's goal is to provide our customers with the best customer service possible. All efforts will be made to satisfy our customer's need as quickly, efficiently and economically as possible. "Best Value" is our objective.

## Data and Property Support Branch

- Manage the space and financial data included in the Facilities Information Management System and Federal Real Property Management databases, the General Service Administration (GSA) Federal Buildings Fund Rent program, and the WHS Building Maintenance Revolving Funds.
- Manage and coordinate specified real property support with service suppliers and with all DoD occupants assigned space in the Washington DC area.
- Coordinate with the GSA Regional and Central offices and the Department of Homeland Security, Federal Protective Service regarding all space management and Rent billing issues for DoD occupied space in the Washington DC area.

## National Capital Region Projects Branch

- Review, validate and coordinates all DoD Requests for Space in the National Capital Region (military bases excluded) for our customers and interfaces with (and monitors) the General Services Administration regarding the acquisition and assignment of space.

## Space Management Branch

- Manage all the OSD space assignments including requests for administrative space (transfers and relocations) and various space alterations, renovations and construction. We verify and validate all Requests for Space within the Pentagon, services and/or construction, and provide financial management for Reimbursable Work Authorizations (RWAs).

## Who We Serve:

- Office of the Secretary of Defense
- Joint Chiefs of Staff
- Defense Agencies
- DoD Field Activities
- Military Departments

Please contact us regarding all of your OSD space needs.

## How to request space:

Submit a request for space package to the Director, SPAD which includes the following:

- A cover memorandum explaining the reason/justification for the request; (office expansion, new activity standing up for first time, increase in personnel, etc.)
- DD Form 140
- DD Form 1450-1
- SF 81

