



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 4320.1A

12-21-88

Subject: **LOCATION OF NEW FEDERAL OFFICES AND OTHER FACILITIES
IN RURAL AREAS**

1. **PURPOSE.** This Order establishes the policy and procedures for meeting the Congressional requirement that Federal agencies give first priority to rural areas when locating new Federal offices or other facilities where personnel are assigned.
2. **CANCELLATION.** DOT 4320.1, Location of New Federal Offices and Other Facilities in Rural Areas.
3. **REFERENCES.**
 - a. DOT 1100.34A, Facility Acquisition, Expansion or Relocation, of 1-8-70.
 - b. DOT 4300.2, Real Property Acquisitions and Disposals, of 1-19-77.
4. **BACKGROUND.** The Agricultural Act of 1970, Public Law 91-524, 42 U.S.C. 3122b, Title IX - Rural Developments, Section 901(b), as amended by Public Law 96-355, Section 6, September 24, 1980, 94 Stat. 1174, states: "Congress hereby directs the heads of all executive departments and agencies of the Government to establish and maintain departmental policies and procedures giving first priority to the location of new offices and other facilities in rural areas as defined in the private business enterprise exception in Section 1926(a)(7) of Title 7."
5. **POLICY.**
 - a. It is the policy of the Department to give first priority to rural areas when locating new offices or other facilities where personnel are assigned. Therefore, site selection studies and reports and real property approval requests prepared to satisfy Department and Operating Administration procedures for acquiring and siting owned and leased property or work space (such as those listed in paragraph 3) shall include a discussion of the considerations that were given to rural area locations. If a rural location is not selected, the reasons should be explained.
 - b. When planning to acquire work space through the General Services Administration (GSA), the location of new offices and other facilities will, in general, be guided by the availability of GSA space. However, where a new office or facility cannot be located in a rural area, requests prepared for approval within the Department to acquire GSA-assigned

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space shall include the reasons for not selecting a rural area. This requirement does not apply to additions to existing space assignments.

6. RESPONSIBILITIES. Heads of Operating Administrations are responsible for issuing directives or instructions for implementing this Order.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen
For the Assistant Secretary for
Administration