

**DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

TRANSMITTAL SHEET

Version No. 3

Date:

SUBJECT: Administrative
Part 425: Space Management
Chapter 1: Space Policy, Responsibilities, and Management

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes policy and responsibilities for the Bureau of Ocean Energy Management (BOEM) Space Management Program (SMP), which provides a quality workplace environment that supports BOEM operations and preserves the value of real property assets. The SMP is linked to the DOI Real Property Efficiency Plan and supports the “Reduce the Footprint” initiative established by the Office of Management and Budget (OMB) in 2015. This chapter replaces BOEMM 425.1 Version 2, dated March 20, 2017.

Walter D. Cruickshank
Deputy Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version No.</u>
425	1	1-12	2

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version No.</u>
425	1	1-12	3

OPR: BSEE, Office of Administration, Management Support Division
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Department of the Interior
Bureau of Ocean Energy Management Manual

Effective Date:

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Part 425: Space Management

Chapter 1: Space Policy, Responsibilities, and Management

Originating Office: Bureau of Safety and Environmental Enforcement (BSEE) Management Support Division (MSD), Office of Administration

1. Purpose. This Manual Chapter establishes the Space Management Program (SMP) and responsibilities for the Bureau of Ocean Energy Management (BOEM) and the BSEE. The purpose of the SMP is to provide a quality workplace environment that supports BOEM operations and preserves the value of real property assets. This SMP is linked to the Department of the Interior's Real Property Efficiency Plan and driven by the goals in the Departmental Manual (425 DM) and BOEM's strategic plan and budget. The SMP supports the "Reduce the Footprint" initiative established by the Office of Management and Budget (OMB) in 2015.

2. Authority.

A. Executive Order 14057 Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, December 8, 2021.

B. Rural Development Act of 1972; and, as amended (86 Stat. 674) (42 U.S.C. 3122).

C. Randolph-Sheppard Act (20 U.S.C. 107).

D. Federal Management Regulations, 41 CFR 102, Parts 102-71 through 102-85, including the Uniform Federal Accessibility Standards.

E. Federal Management Regulations, 41 CFR 102, Parts 76.65 (a) and (b), including the Architectural Barriers Act Accessibility Standard.

F. General Services Administration (GSA) Acquisition Regulation, Part 570 Acquiring Leasehold Interests in Real Property.

G. OMB Management Procedures Memorandum No. 2015-01, Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint.

H. 425 DM 1-6, Space Management.

3. Policy. The SMP is established and maintained by the BSEE in consultation with BOEM and includes acquisition and utilization of space assets required to accomplish the BOEM mission. BSEE serves as the lead for all space and facility related projects and collaborates with BOEM to make decisions and address any concerns or requests from BOEM.

It is the policy of BOEM to:

- A. Conform to all applicable policies, regulations, and laws while achieving goals set forth in the Department space policy to reduce leased space.
- B. Allocate space as equitably and consistently as possible to meet program needs throughout the Bureau.
- C. Co-locate programs when practicable, economical, and in compliance with applicable regulations, policies, and guidelines.
- D. Provide Class A workspace where possible.
- E. Provide a safe and secure workspace.
- F. Adhere to the BSEE and BOEM Environmental Management System policies and plans and environmental and/or greening initiatives to reduce adverse environmental impacts.
- G. Employ space management principles and open space conceptual ideas while adhering to evolving utilization rates initiatives for minimizing leased costs and the Federal footprint.
- H. Optimize space consolidation and reduction opportunities.

4. Responsibilities.

A. BSEE Associate Director for Administration (ADA).

- (1) Establishes the SMP.
- (2) Promotes efficient and effective space planning and utilization through space management principles and concepts.
- (3) Serves as the Senior Real Property Officer.
- (4) Serves as a second-level review for exceptions to space requests. If denied, the BSEE ADA forwards the exception request to the BOEM and BSEE Deputy Directors.
- (5) Administers the space inventory.

B. BOEM Deputy Director.

- (1) Assures compliance with the BOEM SMP.
- (2) Communicates mission needs regarding space to the BSEE ADA.
- (3) Supports efforts to provide a safe and secure work environment.
- (4) Coordinates programmatic space requirements for the Directorate through appropriate local managers and the BSEE Chief, SSB.

(5) With BSEE Deputy Director, provides final appeal consideration of exception requests which have been denied by BSEE Chief, MSD and ADA.

C. BSEE Chief, MSD.

- (1) Implements the SMP.
- (2) Maintains policy and guidance related to the SMP.
- (3) Promotes efficient and effective space planning and utilization through space management principles and concepts.
- (4) Approves all Requests for Space and Occupancy Agreements (OAs).
- (5) Approves requests for GSA delegation of authority for operation and maintenance and lease management authority.
- (6) Reviews exception requests for approval or denial. If denied, the customer may appeal the denial to the ADA.
- (7) Forwards appeal requests from an exception denial to the BSEE ADA for a second-level review.

D. Chief, Office of Budget and Administration.

- (1) Develops, promotes, and implements BOEM SMP and coordinates requirements with BSEE ADA and MSD staff.
- (2) Partners with programs to administer the SMP to ensure compliance with Bureau policy and guidelines.
- (3) Promotes efficient and effective space planning and utilization through space management principles and concepts.
- (4) Reviews all BOEM requests to include exceptions and forwards to the BSEE Chief, Support Services Branch (SSB).

E. BSEE Chief, SSB.

- (1) Reviews, promotes, and implements the BOEM and Departmental SMPs.
- (2) Partners with programs to administer the SMP to ensure compliance with Departmental and Bureau policy and guidelines.
- (3) Promotes efficient and effective space planning and utilization through space management principles and concepts.
- (4) Coordinates space requirements and requests for BOEM.
- (5) Collaborates with BOEM to develop and annually update the multi-year Space Management Plan and Real Property Efficiency Plan.

- (6) Serves as lead for all space and facility-related projects and addresses concerns and/or requests from BOEM.
- (7) Provides annual updates to the BSEE Chief, MSD on the strategic Space Management Plan and Real Property Efficiency Plan for BOEM.
- (8) Validates GSA Rent Report and submits to the MSD budget coordinator.
- (9) Reviews exception requests and forwards recommendations and justification to the BSEE Chief, MSD for approval.
- (10) Reviews requests for Space, OAs, and Supplemental Lease Agreements prior to submission to the BSEE Chief, MSD.
- (11) Submits requests for GSA delegation of authority for operation and maintenance and lease management authority to the BSEE Chief, MSD.

F. BOEM Program Chiefs (PCs) and Regional Directors (RDs).

- (1) Coordinate programmatic space requirements through appropriate local managers and the BSEE Chief, SSB.
- (2) Partner with the BSEE ADA and/or BSEE Chief, MSD to ensure efficient and effective space planning and utilization through space management principles and concepts, with the goal of minimizing leased costs and reduction of Federal footprint as outlined in Federal and Departmental directives.
- (3) Review and forward exception requests to the Chief, Office of Budget and Administration (OBA).

5. Office Space Allocations – Standard. In accordance with Departmental guidelines, the BOEM policy is to ensure effective mission support and employ equitable and consistent space standards to the extent possible within given budget constraints. In accordance with Title 41 of the Code of Federal Regulations, space allowances are derived from operations of the agency and directed toward providing each employee with sufficient workspace to work efficiently. GSA recommends that space requirements be based on the tasks required for a particular job and on the organization's needs to accomplish its mission.

BOEM will follow this guidance and promote maximum utilization of Federal and contractor workspace, consistent with mission requirements, to maximize its value to the Government. BOEM will use the allocation standards in Attachment 1 as a *general guide* for all space projects. As outlined above, BOEM will base the space requirements on the task required for a job to achieve the mission of the organization.

6. Office Space Allocations – Special. Special space allocations will be established based on mission requirements. Special space is in addition to standard space allocations. Attachment 1 details a list of restrictions for Special Space allocations.

7. Exceptions to the Space Policy. The PCs or RDs may request exceptions by submitting a

business case using the Space Exception Request in Attachment 2 ([Form BOEM-0154](#)). Requests will be routed through the Chief, OBA and the BSEE Chief, SSB to the BSEE Chief, MSD.

8. Appeals to Exception Requests. If an exception request is denied by the BSEE Chief, MSD and ADA, it may be appealed to the BOEM and BSEE Deputy Directors for final consideration. The business case and exception request/denial must accompany an appeals request and be submitted to the BSEE Chief, SSB.

Attachment 1

Space Management – Office Space Allocations

Office Space Allocations.

This allocation applies to all new space acquisition projects, renovations of existing space, and new leases. In the case of a lease renewal and existing space, exceptions to these standards may be warranted if deemed more cost-effective. The office space allocation is made up of standard space and special space when determining new or renewing lease requirements.

1. Office Space Allocations – Standard. Standard space is calculated based on the overall number of employees to be housed at a particular site. When determining the square footage requirement for a new or renewing lease, standard space will be allocated based on no more than 180 usable square feet per authorized permanent employee and no more than 150 usable square feet per authorized permanent employee for prospectus-level lease.

Standard Space Allocations include the following:

- (1) Workstations (permanent/shared/hoteling).
- (2) Private offices.
- (3) Circulation space, e.g., walkways, aisles, and hallways. These must comply with all safety and Americans with Disabilities Act requirements and regulations.
- (4) Waiting/reception areas.
- (5) File/record areas.
- (6) Public information areas.
- (7) Storage areas/supply cabinets.
- (8) Equipment areas, e.g., shared copiers, printers, and faxes.
- (9) Mail receiving and distribution areas.
- (10) Conference or meeting rooms.
- (11) Libraries/Reference rooms.
- (12) Collaborative space, e.g., teamwork areas and multiple-use space.
- (13) Security (visitor processing and guard station) areas.
- (14) Telecommunication closets (space that houses network and telephone equipment).
- (15) Copy Center.

2. Office Space Allocations – Special. Special space allocations will be established based on mission and programmatic requirements. Requests for special space allocations require the

concurrence of the BSEE Chief, MSD. Special space is in addition to the standard space allocations described above. Current GSA Guidelines are the basis for operational policies for special space. Special space may include the following:

A. Galley/Vending. The total galley/vending space allowance is 5 square feet times the number of employees/contractors housed at the site with a minimum size of 200 square feet. The galley/vending area may be divided into more than one galley/vending area according to building size and occupant distribution. All small personal kitchen appliances must be in approved galley/vending areas, be Underwriters Laboratories approved, and ENERGY STAR qualified products. New appliance purchase requests must be routed through the Facility Manager and Property Manager for review and approval to ensure that the appliance and its placement comply with any applicable facility policies or standards. Galley/vending areas must include the required items and may include the optional item as follows:

- **Required items:**

- (1) Tile floors; not carpet.
- (2) Hot/cold water.
- (3) Refrigerator.
- (4) Microwave.
- (5) Ventilation.
- (6) Ground Fault Interrupter.

- **Optional Item:** Seating area.

B. Major Data Centers and Computer Rooms:

- (1) Uninterruptible Power Source with Power Distribution Unit and/or generator.
- (2) Major heating, ventilation, and air conditioning (HVAC) (24/7/365).
- (3) Separate fire alarm system and fire suppression system.
- (4) Notification system for power outage, heat, and smoke.
- (5) Personal Identity Verification (PIV) enabled card reader.
- (6) Slab-to-slab walls with STC 50.
- (7) No windows.

C. Shower/Locker Rooms. Requests should be submitted on a [Form BOEM-0154](#) (Attachment 2) to the BSEE Chief, MSD. All shower/locker rooms should be located on the ground floor if possible, provide equivalent facilities by gender, and be compliant with Americans with Disabilities Act and all other applicable regulatory requirements.

D. Information Technology (IT) Training Rooms. In order to justify an IT training room, a facility must have occupancy of 50 or more Federal employees and contractors. More than one IT training room may be authorized in a facility based on a total occupancy of 300 or more employees.

(1) Typical configurations for an IT training room are:

- (a) 50-100 employees; 10-seat maximum
- (b) 101-200 employees; 15-seat maximum
- (c) 201-300 employees; 20-seat maximum (can be split in 2 rooms of 10 maximum)
- (d) 350 employees; 25-seat maximum (can be split in 2 rooms of 10-15 maximum)

(2) The following are additional items for consideration:

- (a) Theater seating (optional).
- (b) Audiovisual Equipment.
- (c) Supplemental HVAC.
- (d) Slab-to-slab walls, STC 50.

E. Auditorium. Auditoriums may be authorized for facilities housing 300 or more employees. If feasible within space constraints and justified for mission requirements, capacity will be for 50 percent of employees. Anything in excess of 50 percent will be absorbed from the allocation for office space. Consider the need for the items listed below if an auditorium is authorized.

- (1) Motorized or manual acoustical folding partitions, depending on the size of the room.
- (2) Specialized audiovisual equipment, such as speaker systems, additional projectors, or projection screens, etc., as determined by needs statement developed in cooperation with the customer.
- (3) HVAC with separate zones and thermostats.
- (4) Slab-to-slab with STC 50 if the need is justified for sound attenuation.

F. Special Equipment Rooms.

- (1) Storage for equipment, such as pressurized tanks.
- (2) Special cleaning capabilities, such as large sinks.
- (3) Housed offsite to the extent possible, as a safety precaution, e.g., dive and intertidal team equipment cleaning/storage, if possible.

G. Offsite Warehousing. When possible, avoid locating offsite warehousing in a commercial office space. Uses for offsite warehousing include providing staging areas for major deliveries, housing excess equipment and furniture, and storing Government-furnished equipment.

(1) Typical considerations for a warehouse are:

- (a) Concrete floor.
 - (b) Automatic overhead door and personnel door.
 - (c) Security.
 - (d) Fire suppression and separation.
 - (e) Loading dock.
 - (f) The lighting level must meet commercial standards.
 - (g) Battery charging station with eyewash is required near the forklift parking areas.
 - (h) No windows.
 - (i) HVAC.
 - (j) One keyless emergency personnel exit.
- (2) Typical considerations for a wareyard:
- (a) Asphalt paved.
 - (b) Contiguous to a warehouse.
 - (c) Vehicle gates required.
 - (d) Electronically controlled access for ingress and egress.
 - (e) Fencing must be at least 6-feet high with top rail; preferably chain link topped with 3 strands of barbed wire at a 45-degree angle outward; and should be a minimum of 9-gauge, hot-dipped, galvanized metal wire.
 - (f) Configured to provide a full-turning radius to accommodate large vehicles with trailers in tow.
 - (g) The lighting level must meet commercial standards.

H. Health and Wellness Room. Locations with 100 or more employees, where a Public Health Service employee is on-site at least one day per week, must include a health and wellness Room. If one is not available on-site, an interagency agreement with a Federal site that has such facilities may meet this requirement. A health and wellness room must include the following items:

- (1) Hot/cold water.
- (2) Stainless sink.
- (3) Refrigerator.
- (4) Storage cabinets – lockable.

(5) Telephone.

I. Lactation Room. As required, a lactation room will be provided for individuals to express milk for their nursing child and will, at a minimum, comply with the BOEM Manual Chapter for Lactation Program (301.7).

3. Private Office Criteria.

A. Federal managers and supervisors will receive a private office when space and cost constraints allow for it. A supervisor position is a position with supervisory responsibility as documented by the position description on a permanent basis.

B. All organizations should use the following typical private office size templates for space planning purposes to provide uniform space allowances to the extent practical. Actual, approved office space plans may result in slight variations from the size template shown as a result of the structural features of the building structure or designer cost constraints. Allowances (shown in square feet) by position are as follows:

- (1) Senior Executive Service - 300
- (2) Program Chief/Regional Director - 225
- (3) Division Chief/Regional Supervisor - 180
- (4) All other Managers/Supervisors - 120

4. Standard Workstation Criteria. Since leases are composed of both existing and new leases and some very unique building features, there may be some variation in the application of the guidelines provided within this section. To minimize costs and requirements for reconfigurations, as the organization or workforce changes, the design of workstations for similar functions in the same configuration will be followed to the maximum extent possible. The square footage of workstations is subject to the unique requirements of the particular office and will be subject to the constraints of the total space allocation of the respective lease. Examples of average cubicle sizes shown in feet are 8 x 8 and no higher than 67 inches. Other than hoteling workstations, such as for teleworkers and visitors, no cubicle will be smaller than 6 x 6. In instances where different size cubicles are required, the use of standard-sized panels will eliminate the need to special order equipment as requirements change. Employees who have core telework agreements five or more days per bi-weekly pay period may be required to use hoteling workstations when reporting to the official duty station.

5. Staffing Levels. The Deputy Director/Program Chief/Regional Director (DD/PC/RD), in conjunction with the OBA, will certify the Federal employee staffing level on all requests for space with consideration of near-term (3-5 years) growth or decline of staffing levels. For contractors, the DD/PC/RD will work with the BSEE Acquisition Management Division and the Contracting Officer Representative (COR) for the respective contract to determine the contractor staffing level. This includes full-time employees, contractors, temporaries, students, interns, residences, and approved vacancies when calculating space requirements. For contractor support, the COR and Contracting Officer should perform a cost benefit analysis during the

procurement process to determine whether there is a requirement to house the contracting support on-site within federally leased space.

6. Seating within a Directorate Office/Program/Region. Suites of office space, hoteling space, and cubicles will be assigned to a specific Directorate Office/Program/Region based on projected staffing. The DD/PC/RD is responsible for assigning the specific spatial distribution among the employees based on programmatic and mission requirements. There may be various sized cubicles and offices assigned within a suite to adhere to the goal of minimizing renovations and redesign.

7. Duty Station and Hotel Space. Space is assigned to employees at their official duty station based on job function as previously defined. Shared hoteling areas will be made available at other locations as required and available. Employees who have core telework agreements five or more days per bi-weekly pay period may be required to use hoteling workstations when reporting to the official duty station.

8. The Process of Acquiring Office Space. Following the guidance above, the BSEE SSB staff at each respective location will recommend appropriate space to the responsible supervisor or designated person of the employee needing placement. In the case of multiple moves affecting several offices, the staff will apprise the supervisors of all affected employees of the recommendations which affect their employees. The BSEE SSB staff will be responsible for coordinating all required infrastructure requirements, such as structural renovations, furniture, and peripheral equipment.

9. Funding. Customer improvement cost for new or existing BOEM space and furnishings will be funded by BOEM.

Attachment 2



BUREAU OF OCEAN ENERGY MANAGEMENT
U.S. Department of the Interior

SPACE MANAGEMENT POLICY – EXCEPTION REQUEST FORM

Part I – To be completed by the initiating office with the assistance of BSEE Support Services Branch:

FACILITY NAME / ADDRESS: [Blank lines for text entry]

NUMBER OF OCCUPANTS: [Blank] SQUARE FEET OCCUPIED: [Blank]

PROJECT TYPE: NEW: [Blank] EXISTING RECONFIGURATION: [Blank]

SPECIFIC POLICY SECTION FOR WHICH EXCEPTION IS REQUESTED: (See additional page as necessary.)

Part II – To be completed by the BOEM management official:

JUSTIFICATION FOR GRANTING EXCEPTION: (Justification should include who will be impacted by the exception; the reason for requesting an exception; additional costs beyond those assigned to the project; plans to offset additional costs; the benefits to be realized by granting the exception; potential bureau-wide implications of granting the exception; and any potential negative impacts of the exception.) (See additional page as necessary.)

[Blank line for signature]
Deputy Director / Program Chief / Regional Director

[Blank line for signature]
Chief, Office of Budget and Administration (BOEM)

Approve: [Blank] Disapprove: [Blank]

[Blank line for signature]
Chief, Management Support Division (BSEE)

Approve: [Blank] Disapprove: [Blank]