DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT

TRANSMITTAL SHEET

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

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter contains the space policy, responsibilities, and management in the Bureau of Ocean Energy Management.

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FILING INSTRUCTIONS:

REMOVE:

Part	Chapter	Pages	Release
425	1	14	299

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Part	Chapter	Pages	Version
425	1	12	1

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

Originating Office: Office of Administration, Management Support Division

1. Purpose. This chapter establishes the Space Management Program (SMP) and responsibilities for Bureau of Ocean Energy Management (BOEM). The SMP is designed 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 Strategic Plan and driven by the goals in the Departmental Manual (425 DM) and BOEM's initiatives and budget.

2. Authority.

A. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

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, Title 41, CFR, Chapter 102, Parts 102-71 through 102-85, including the Uniform Federal Accessibility Standards.

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

F. General Services Acquisition Regulation, Part 570 (Acquisition of Leasehold Interest in Real Property).

G. 425 DM.

3. Policy. It is the policy of BOEM to:

A. Establish and maintain an active and continuing SMP for the acquisition and utilization of space assets required to accomplish the BOEM mission.

B. Conform to all applicable policies, regulations, and laws while achieving goals set forth in the Department space policy to reduce leased space.

C. Allocate space as consistently as possible to meet program needs throughout BOEM.

D. Co-locate programs when practicable, economical, and in compliance with applicable regulations, policies, and guidelines.

E. Provide Class A work space where possible.

F. Provide safe and secure work space.

G. Adhere to the BOEM Environmental Management System policies and plans and environmental and/or greening initiatives to reduce adverse environmental impacts.

H. Employ space management principles and open space conceptual ideas while adhering to evolving utilization rates initiatives for minimizing leased costs and Federal footprint.

I. Optimize space consolidation and reduction opportunities.

4. Responsibilities.

A. BSEE Associate Director for Administration (ADA):

(1) Establishes the space management policy for BSEE and BOEM as all Occupancy Agreements (OAs) are administered by BSEE.

(2) Administers the space inventory.

(3) Promotes efficient and effective space planning and utilization through space management principles and concepts.

(4) Serves as the Senior Real Property Officer.

B. Deputy Director:

(1) Assures compliance with the Bureau space management policy.

(2) Communicates mission needs regarding space to the ADA.

(3) Supports efforts to provide a safe and secure work environment.

C. BSEE Chief, Management Support Division (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 General Services Administration (GSA) delegation of authority for operation and maintenance and lease management authority.

(6) Approves exception requests.

D. Regional Directors (RD) and Headquarters personnel tasked with coordinating space:

(1) Coordinate programmatic space requirements through appropriate local managers and the BSEE Chief, Support Services Branch (SSB).

(2) Partner with the ADA and/or 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 evolving Federal and Departmental directives.

(3) Review and forward exception requests to the Chief, MSD.

E. Chief, SSB:

(1) Reviews, promotes, and implements Bureau and Departmental space management policy.

(2) Partners with programs to administer the SMP to ensure compliance with policy and guidelines.

(3) Promotes efficient and effective space planning and utilization through space management principles and concepts.

(4) Serves as lead for all space and facility-related projects.

(5) Develops and annually updates multi-year Space Management Plan.

(6) Coordinates space requirements with the RD's and Headquarters personnel tasked with coordinating space.

(7) Provides annual updates to the strategic Space Management Plan to the Chief, MSD.

(8) Validates GSA Rent Report and submits to the Chief, MSD.

(9) Reviews exception requests and forwards to the Chief, MSD for approval.

(10) Reviews Requests for Space, OAs, and Supplemental Lease Agreements prior to submission to the Chief, MSD.

(11) Submits requests for GSA delegation of authority for operation and maintenance and lease management authority to the Chief, MSD.

5. Office Space Allocations – Standard. In accordance with Departmental guidelines, the BOEM policy is to ensure effective mission support and employ equitable space standards. In accordance with Title 41 of the Code of Federal Regulations, space allowances are derived from operations of the agency and are 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. The allocation standards in Attachment 1 will be used as a general guide for all space projects. As outlined above, the space requirements will be based 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 requirement and should be minimized to the maximum extent possible. Special space is in addition to the standard space allocations described above. Special space is restricted to the areas listed in Attachment 1. E.

7. Exceptions to the Space Policy. The Program Chiefs, Division Chiefs, or RDs may request exceptions by submitting a business case using the Space Exception Request Form in Attachment 2. Requests will be routed through the Chief, SSB to the Chief, MSD for approval.

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.

1. Office Space Allocations – Standard.

Standard space is calculated based on the overall number of employees to be housed at a particular site. Standard space will be allocated no more than 180 usable square feet per authorized permanent employee.

Standard space allocations include the following:

(1) Workstations (permanent/shared/hoteling).

(2) Private offices.

(3) Circulation space (e.g., walkways, aisles, hallways, etc.) These must be in compliance 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, faxes, etc.).

(9) Mail receiving and distribution areas.

(10) Conference or meeting rooms.

(11) Libraries/Reference rooms.

(12) Collaborative space (e.g., team work areas, multiple use space, etc.).

(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 Chief, MSD. Special space is in addition to the standard space allocations described above. Operational policies for special space will be based on the most current GSA Guidelines. Special space is restricted to 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 housed 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) Garbage disposal.

(4) Double sink with gooseneck faucet.

(5) Refrigerator.

(6) Microwave.

(7) Ventilation.

(8) Ground Fault Interrupter.

(9) Sound Transmission Coefficient (STC) 50.

Optional Item: Seating area.

B. Major Data Centers (serving more than 300 employees):

(1) Raised floor with water sensors.

(2) Uninterruptible Power Source with Power Distribution Unit and/or generator.

(3) Major heating, ventilation, and air conditioning (HVAC) (24/7/365).

(4) Separate fire alarm system and fire suppression system.

(5) Notification system for power outage, heat, and smoke.

(6) Personal Identity Verification enabled card reader.

(7) Slab-to-slab walls with STC 50.

(8) No windows.

C. Shower/Locker Rooms. Requests should be submitted on an "Exception Request" (see attachment 2) to the Chief, MSD. All shower/locker rooms must be located on the ground floor, provide separate and equal facilities for each gender, and be compliant with Americans with Disabilities Act requirements.

D. Information Technology (IT) Training Rooms. In order to justify an IT training room, a facility must have an occupancy of 50 or more employees. 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 are:

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

(2) The following are additional items for consideration:

Theater seating (optional).
Audio Visual Equipment.
Supplemental HVAC.
Slab-to-slab walls, STC 50.

E. Auditorium. Auditoriums may be authorized for facilities housing 300 or more employees. If feasible within space constraints, capacity will be for 50 percent of employees. Anything in excess of 50 percent would have to be absorbed from the allocation for office space. The need for items listed below should be given consideration if an auditorium is authorized.
(1) Motorized acoustical folding partitions or manual depending on size of room.

(2) Specialized audio visual 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 (large sinks, etc.).

(3) Housed offsite as a safety precaution (e.g., dive and intertidal team equipment cleaning/storage.)

G. Offsite Warehousing. Offsite warehousing will not be located in commercial office space. This space is to be used for purposes, such as, providing staging areas for major deliveries, housing excess equipment and furniture, and storing Government furnished equipment (GFE).

(1) Typical Considerations for a Warehouse:

(a) Concrete floor.

(b) Automatic overhead door and personnel door.

(c) Security.

(d) Fire suppression and separation.

(e) Loading dock.

(f) Lighting level must meet commercial standards.

(g) Battery charging station with eyewash is required near the area where forklift is parked.

(h) No windows.

(i) HVAC.

(j) One keyless emergency personnel exit.

(2) Typical Considerations for a Wareyard:

(a) Asphalt paved.

(b) Contiguous to 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; must be chain link topped with 3 strands of barbed wire at a 45-degree angle outward; fencing shall 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) Lighting level must meet commercial standards.

H. Health/Nurse Room. A health/nurse room will be provided in locations with 100 or more employees where a Public Health Service is onsite at least 1 day per week. If not provided on-site, an interagency agreement with a Federal site that has such facilities may meet this requirement. A health/nurse room must include the following items:

(1) Hot/cold water.

(2) Stainless sink.

(3) Refrigerator.

(4) Storage cabinets – lockable.

(5) Telephone.

I. Nursing Mother's Room. As required, a lactation room will be provided for nursing mothers and will at a minimum comply with the mandatory requirements of such a facility.

3. Private Office Criteria.

A. Private offices will be provided to Federal managers and supervisors within space and cost constraints. A supervisor position is defined as a position with supervisory responsibility for three or more employees on a permanent basis.

B. To provide uniform space allowances to the extent practical, the following are typical private office size templates to be used by all organizations for space planning purposes. 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 Manager/Regional Director	225
(3) Division Chief/Regional Supervisor	225

(4) District Manager	190
(5) All other Managers/Supervisors	150

4. Standard Workstation Criteria.

Since leases across the Bureau 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 of similar function 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 8 x 10; no cubicle will be smaller than 6 x 6. In instances where different size cubicles are required, standard sized panels should be used to eliminate the need to special order equipment as requirements change.

5. Staffing Levels.

The Program Manager/Division Chiefs/Regional Directors (Mgr./Chiefs/RDs), in conjunction with the Office of Budget and Program Coordination, 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 Mgr./Chiefs/RDs will work with the BSEE Acquisition Management Division and the Contracting Officer Representative for the respective contract to determine contractor staffing level. Full-time employees, contractors, temporaries, students, interns, residences, and approved vacancies will be used when calculating space requirements. A benefit/need determination to house contractors on site is made during the procurement process.

6. Seating within a Program/Division.

Suites of office space and cubicles will be assigned to a specific Program/Division based on projected staffing. The supervisor of the Program/Division will be responsible for assigning the specific space distribution among the employees based on programmatic and mission requirement. Adhering to the goal of minimizing renovations and redesign, there may be various sized cubicles and offices assigned within a suite.

7. Duty Station and Visiting Offices.

Employees will only be assigned space at their primary duty station based on grade and job function as previously defined. Shared "touchdown" areas will be made available at other locations as required and available.

8. Process to Acquire Office Space.

Following guidance above, the Support Services staff at each respective location will recommend appropriate space. The recommendation will be made to the responsible supervisor

or designated person of the employee to be placed. In the case of multiple moves affecting several offices, the supervisors of all affected employees will be apprised of the recommendations which affect their employees. The Support Services staff will be responsible for coordinating all required infrastructure requirements such as structural renovations, furniture, and peripheral equipment.

9. Funding.

Costs above tenant improvements for new space will be funded by the respective office. Furnishings are funded by the respective office.

SPACE MANAGEMENT POLICY
Exception Request

Facility Name/Address: _____

_____

Number of Occupants: _____ **SF Occupied:** _____

Project Type: **New** _____ **Existing Reconfiguration** _____

Specific Policy Section for Which Exception is Requested:

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 bureauwide implications of granting the exception; and any potential negative impacts of the exception.) (Attach additional pages as necessary.)*

_____ _____
Program Mgr./Division Chief/Regional Director Signature of Approval **Date**

_____
Print Program Mgr./Division Chief/Regional Director or Equivalent Name (legibly)

_____ _____
Chief, Management Support Division **Date**

Approve _____ **Disapprove** _____

Comments: