

Department of the Interior Departmental Manual

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Part 112: Policy, Management and Budget

Chapter 14: Office of Facilities and Administrative Services

Originating Office: Office of Facilities and Administrative Services

112 DM 14

14.1 Purpose. This chapter provides the mission, functions, and organizational structure for the Office of Facilities and Administrative Services (OFAS).

14.2 Mission. The mission of OFAS is to support Department of the Interior (Department) and Office of the Assistant Secretary – Policy, Management, and Budget (PMB) goals by providing facility services for Offices and Bureaus located in the Stewart Lee Udall Building, which is commonly referred to as the Main Interior Building (MIB), as well as administrative services for the Office of the Secretary (OS) nationwide.

14.3 Functions. OFAS is responsible for carrying out the following functions:

A. Facilities Management. Operating and maintaining the MIB as required by the policies of the General Services Administration (GSA), the Office of Management and Budget, and the Office of Acquisitions and Property Management (PAM). The MIB is operated under a delegation agreement with GSA.

B. Space Management. Managing the allocation and use of MIB space, to include all Office and Bureau space in the Stewart Lee Udall Building, as well as coordinating office space needs for the OS nationwide.

C. Real Property Management. Providing operational support for real property in OS nationwide in accordance with PAM policy.

D. Department of Interior Library. Managing and operating the Department's MIB library.

E. Scheduling and Logistical Support for Special Events, Auditorium, and Shared Conference Rooms. Providing event planning, scheduling, logistics and audiovisual technical support for joint use conference rooms, the auditorium, employee courtyard, production studio, and all public spaces in the MIB.

F. Graphic Design and Printing. Provides fee for service graphic design and printing services for any Departmental entity.

G. Personal Property and Fleet Management. Providing personal property management for the OS nationwide, and fleet management for PMB, in accordance with GSA and Departmental policy. This includes managing accountable personal property and fleet in the Departmental Financial and Business Management System.

H. Mail. Providing mail, express mail, and messenger services for the MIB and supporting the OS mail operations nationwide.

I. Departmental Locator. Receiving and responding to telephone callers nationwide who request employee contacts or Departmental program information.

J. Executive Driving (Transportation). Providing transportation services for the Department's Passport Office and senior officials within OS (excluding the Secretary).

K. Moving Services. Providing furniture moving services for MIB occupants, and limited (case-by-case) moving services for Departmental offices located in the surrounding Washington, D.C. Metropolitan Area.

L. Safety, Health, and Environmental Management. Providing occupational safety, health, and environmental management and oversight to occupants of the MIB and occupational safety support for the OS nationwide, in accordance with GSA and Departmental policy.

M. Wellness Center. Maintaining a Wellness Center in the MIB that is supported by a full-time Registered Nurse. The Center offers wellness and preventive health services, minor first aid, and illness management.

N. Alcohol Waiver Requests. Reviewing and approving requests for MIB alcohol waivers, in accordance with 41 CFR 102-74.405 and 310 DM 13.

O. Parking. Managing and coordinating all parking spaces at the MIB, as well as the Departmental parking allocation at the Federal Reserve Martin Building.

P. Transportation Subsidy Program. Managing the Transportation Subsidy Program for the OS nationwide.

Q. Flags and Seals. Providing oversight of the Department's flags and seals program in accordance with 36 U.S.C. §§ 173-178 and 43 U.S.C. § 1460 *et seq.* and 310 DM 4 and 5. Coordinating with the Office of the Executive Secretariat and Regulatory Affairs on authorization of requests to have the Departmental official seal impressed on documents. OFAS maintains custody of the Departmental Seal embossing press.

14.4 Organization. OFAS is in the Office of the Assistant Secretary – Policy, Management, and Budget, under the Deputy Assistant Secretary – Administrative Services. OFAS is

organized into three Divisions. OFAS is led by a Director, who is supported by three Divisional Chiefs. The office is located in the MIB, Washington, D.C.

A. Facility Management Division. The Division is responsible for operations, maintenance, alterations, space management, moving services (including shipping and receiving), and environmental compliance of the MIB in accordance with the GSA Delegation Agreement. It is also responsible for real property space management for the OS nationwide.

B. Administrative Services Division. The Division is responsible for managing personal property and occupational workplace safety for the OS nationwide and fleet management for PMB. It is also responsible for policy and management of the Departmental library; as well as management of communal conference rooms and Auditorium scheduling, special event management, Wellness Center, and alcohol waivers for the MIB.

C. Support Services Division. The Division is responsible for managing records and the budget for OFAS, providing parking services, print/copy services, graphic design, Departmental Locator service, executive transportation, messenger services, U.S. Mail, and express package services for occupants of the MIB. It also manages the transportation subsidy program for OS nationwide, as well as the bicycle subsidy policy, and the flags and seals policy for the entire Department. The Division also serves as the facilities-related liaison for non-Departmental entities such as the cafeteria service provider, the Interior Department Recreation Association, the Department's Federal Credit Union, the Randolph Shepherd Snack Bar, the Child Care Center, and the Indian Craft Shop.