



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 29 2011

Memorandum

To: Assistant Secretaries
Bureau and Office Directors

From: Rhea S. Suh *Pamela Hore (Acting)*
Assistant Secretary - Policy, Management and Budget

Subject: Space Planning Strategy for the Main Interior Complex

The modernization of Wing 1 of the Main Interior Building has been postponed indefinitely by the General Services Administration (GSA) due to ongoing budget constraints. Wing 1 occupants will therefore not be temporarily moving to Wing 2, as originally planned for the duration of the Wing 1 construction schedule. We will be occupying the whole building for the foreseeable future and although we have a reprieve on a higher rent bill until FY 2013, we need to optimize space in the MIB and address your highest priority needs.

In lieu of simply filling the Wing 2 space with the current backlog of office space requests, I have tasked NBC with developing a comprehensive space strategy for the Main Interior Complex that incorporates the Department's vision for the optimum makeup of building occupants, and that also applies current space planning guiding principles, target utilization rates, progressive mobile workforce strategies and other space usage guidance from recent Executive Orders, as well as GSA and OMB guidelines. As you know, we have committed to holding leased space costs level with our FY 2010 baseline, which requires efforts to constrain space.

Space within the Interior Complex continues to be a valuable commodity and therefore, I believe strongly this is our opportunity to collaborate in formulating the space planning strategy for the complex, with the ultimate goal of defining a plan that will serve the Department well for years to come.

We must be thoughtful and diligent in determining how the space is allocated, so as you think through this process, I would ask you to please consider the following guiding principles:

- Preference will be given to those functions of each Bureau and Office for which proximity to Departmental senior leadership is deemed necessary and where frequent collaboration across organizational boundaries is required. Determinations of the functions that are necessary to be located in the Main Interior Complex will be made by the senior leadership of the Department in consultation with Bureau and Office leadership.

- Space within the Main Interior complex building should not be vacant or underutilized. NBC will prepare quarterly space utilization reports that will be distributed to the Assistant Secretaries and Bureau and Office leadership highlighting any vacant or underutilized space. Vacant or underutilized space can be reassigned or repurposed at any time.
- Office space standards will adhere to GSA guidelines and DOI policy of 180 square feet per government employee occupancy. Standards in the Interior Complex will include allocating private offices to employees at a grade level of GS-15 or higher where possible and practical. We will be creating small offices and conference rooms as a part of our comprehensive space strategy to accommodate the need for private meetings and discussions.
- We will increase space utilization by developing standards for employees that telework or travel on average more than 2 days per week.
- All conference rooms will be centrally managed and available to all occupants.
- Space standards for contractors will be less than for government employees.

Please also give serious consideration to those functions currently occupying space in the Main Interior Complex that could be moved to other locations in the DC metropolitan area. It will be extremely helpful to NBC's formulation of the comprehensive space strategy to know what functions you feel are essential to be included in the Main Interior space plan, and which we should consider for other locations.

It is our goal to analyze Bureau and Office requests, to formulate a space strategy, and to review this strategy with both you and senior leadership over the next two months. Accordingly, please complete the attached two forms and return them to Rick Farr (Richard_A_Farr@nbc.gov) by Friday, January 13, 2012. I realize that the turnaround time is somewhat short, but the information we need at this stage is fairly limited. The attached form requests information in only three areas:

1. Bureau / Office function(s) for which you request space in the Main Interior Complex;
2. Rationale for inclusion in the Main Interior Complex; and
3. Number of employees (by grade) and contractors associated with each function

Note that a rationale is not required for Assistant Secretary organizations and Bureau director's offices, as it is expected that these offices will generally be located in the Main Interior Complex. However, data on the number of employees (by grade) and contractors is still needed for the

Assistant Secretary and Bureau Director organizations so that the overarching space plan can be completed.

Should you have any questions related to this request, please contact Andrew Jackson, the Deputy Assistant Secretary for Technology, Information and Business Services at 202-208-7966.

Thank you for your prompt attention to this matter.

Attachment