



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



NOV 28 2003

## Memorandum

To: Heads of Bureaus and Offices

From: Debra E. Sonderman, Director *Debra E. Sonderman*  
Office of Acquisition and Property Management

Subject: **Space Management Utilization Guidance**

With space/leasing costs rising, the assignment and utilization of space has become an area of increased management focus. The General Services Administration's (GSA) Federal Management Regulations on Real Property Policies, 41 CFR 102, published January 18, 2001, provide broad guidance on assignment and utilization of space. Following are space/leasing requirements for bureaus and offices as related to the above referenced regulations.

Departmental bureaus and offices are required to provide a quality workplace environment that supports program operations and preserves the value of real property assets. Bureaus and offices are required to promote maximum utilization of Federal workspace, consistent with the mission requirements, to maximize its value to the government. Bureaus and offices must provide assignment and utilization services that will maximize the value of Federal real property resources and improve the productivity of the people who work there.

In these times of austere budgets, bureaus and offices must promote the optimum use of space for each assignment at the minimum cost to the government. Space should be assigned based on local market conditions, available vacant space, statutes and regulations, principles of professional space management, and mission requirements. Space requirements based on pay grade or maximum area per person are no longer mandated by Federal regulations or stipulated or recommended by GSA. An appropriate threshold when acquiring new or additional leased space, or when planning office space in owned facilities, is 200 useable square feet per person, including all individual and shared space such as workstations, circulation, storage, and conference rooms. Exclusions may include warehouses and special purpose space including but not limited to bureau libraries, laboratories, and evidence rooms. Allotment of space among the different uses is flexible.

Minimizing the use of private offices and maximizing efforts for co-location with other Interior bureaus and Federal agencies should be emphasized.

Please call me on (202) 208-6352 if you have questions. Your staff may contact John Moresko of my staff on (202) 208-5704 for further information.

cc: Nina Hatfield, Deputy Assistant Secretary, Budget and Finance  
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