



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

SEP 03 2002

MEMORANDUM

To: Bureau and Office Heads
Bureau Assistant Directors of Administration
Bureau/Office Space Managers

From: Nina Rose Hatfield *NRHatfield*
Deputy Assistant Secretary - Budget and Finance

Subject: **Space Crunch - Interior Complex**

For some time now, we have experienced a severe shortage of space in the Interior Complex. We have outstanding requests for space from approximately 20 different organizations that require 101 rooms or 38,955 square feet (S.F.) in the Interior Complex. Of greater urgency, we must free up an additional 14,000 S.F., so that the 6th wing of the Main Interior Building (MIB) can be vacated to allow the first phase of the Modernization project to begin. We are actively working to identify move candidates, so that the project can start in a timely manner and we can avoid payment of significant penalty claims to the contractor for delays.

Due to this severe shortage and the immediate need for space to start the Modernization project, I have asked Tim Vigotsky to talk with each of you about how to improve our use of space. These may include the following actions or options:

- Move all or part of your bureau/office out of the Interior Complex. There are several obvious advantages to relocating out of the Interior Complex prior to major modernization construction where inconvenience and disruption can be anticipated.
- Plan for your space requirements long before filling vacancies, creating new positions, etc. Coordinate new space requirements with your designated bureau or office space manager (listing attached.).
- Partner with neighboring bureaus and offices to determine if space can be consolidated and shared to create space for needed requirements (i.e., conference rooms, kitchenettes).

□ Improve space utilization. Guidelines for the Interior Complex are:

- ▶ A target average space utilization rate of 200 S.F. per person should be achieved (this amount includes support space such as conference rooms, file rooms, and storage rooms). The current average utilization rate for the Interior Complex is 240 S.F. per person. Space requests from organizations unable to achieve this target will be given the lowest priority. If we could achieve 200 S.F. per person (a 20% reduction), we could free up approximately 87,000 S.F. at an estimated cost savings of more than \$2 million per year.
- ▶ Assistant Secretaries/Bureau and Office Directors/Assistant Directors: 500 S.F. (double office).
- ▶ SES Employees/GS-15's/Supervisory Employees: 250 S.F. (single private office).
- ▶ Non-Supervisory Employees: 80 - 125 S.F. per person.

The Modernization contractor requires use of the MIB mechanical floor and warehouse. This makes storage space extremely limited. To improve space utilization, dispose of excess property through your property officer. Also, review paper records and maintain them according to the disposition schedule. Archive or recycle paper records as appropriate.

We must carefully consider the cost of space and our obligation to the taxpayer to utilize and manage it responsibly. For that reason, the mission of the organization, necessary support furnishings, and design and layout of our historic buildings are taken into consideration in determining space requirements and assignments. Bureaus and Offices will be expected to comply with the space guidelines as they return to modernized space.

The National Business Center (NBC) conducts semi-annual reviews of space assignments in the Interior Complex to identify vacant and underutilized space, as well as to obtain data for the Occupant Emergency Plan. Please assure that information regarding your space assignment is submitted accurately and timely.

If you have any questions or need assistance relative to space management, please contact the NBC's Division of Facilities Management Services on 208-3350. If you have any questions regarding the Main Interior Building modernization, please contact the DOI Modernization Project Office on 219-0426.

Thank you in advance for your cooperation and willingness to help us meet these space challenges.

Attachment

DOI BUREAU/OFFICE - SPACE MANAGERS
 [O/patfiles/Space Managers-08/19/02]

Bureau/Office	Representative	Telephone #	Fax #	Mail Stop
OS/DS/PMB/PIO/DS/OE/AS-PMB/ PNR(NRDAR)/CLG	Laura Curlett	202-208-4835	202-208-2793	MS 5152-MIB
OCL	Nancy Harrison	202-208-7261	202-208-7619	MS 6242-MIB
OCO	Terry Rusnak	202-208-6416	202-208-3231	MS 6013-MIB
OES	Joy Van Duynes	202-208-3181	202-219-2100	MS 7229-MIB
OST	Tina Jackson	202-208-4866	202-208-7545	MS 5140-MIB
OHT	Julie Spano	202-208-1321		MS-16-SIB
SOL	Jan Elmore	202-208-3012	202-208-5584	MS 6025A-MIB
AS-LM	Pat Watkins	202-208-4223	202-208-3144	MS 6628-MIB
LLM	Sandy Andolsun	202-452-5186	202-452-5141	MS 1075 L St.
LMS	Kathy Olenik	202-208-5565	202-208-3220	MS 4013-MIB
LSM	Darlene Carter-Boyd Miriam Brown	202-208-2515 202-208-2961	202-219-3100	MS 44-SIB MS 328-SIB
AS-WS	Pat Watkins	202-208-4223	202-208-3144	MS 6628-MIB
WBR Denver MIB	Gloria Mestas Larry LeBaron	303-445-7308 202-208-3131 202-513-0515	303-445-6300 202-208-3484 202-513-0317	DFC, PO Box 25007, MS D-7911, Denver, CO 80225 MS 7060-MIB
WGS	Paul Gargano Lavera Hamidi Joel Campbell	703-648-7505 703-648-7308 703-648-7522		MS209-Reston, VA MS208-Reston, VA MS 209-Reston, VA
AS-FW	Donald Duvall	202-208-6655	202-208-4684	MS 3156-MIB
FNP- Nationwide MIB	Bruce Blackistone Deka Cripe	202-354-1939 202-354-1927	202-371-6437	1201 Eye Street 1201 Eye Street
FWS-Nationwide MIB	Fred Price Denise Vann	703-358-1898 202-208-4888	703-358-2264	MS212 ArlSq. MS 3252-MIB
AS-IA	Gordon Delorimiere	202-208-5649		MS 4140-MIB
IAE- IIT-ISG-OASAP-FLS	Margaret Brantley	202-343-2504		1800 G St-Room 850
BIA - IACB-TAAMS	Steve Chism	202-208-2580		MS 2626-MIB
PMB-DAS	Laura Curlett	202-208-4835		MS 5152-MIB
PEP	Phyllis Davis	202-208-3891		MS 2340-MIB
PHA	Mary Tazewell	703-235-3793		MS 300QC
PPA	Louella Snyder	202-208-4376		MS 4429-MIB
PMB-DAS-LES	Laura Curlett	202-208-4835		MS 5152-MIB
PLE	Pam Rivera	202-208-5710		MS 7354-MIB
OWF	Sally Hampton	202-606-3211		MS 3060-MIB
MRPS	Michael Kaas	202-208-3760		MS 7356-MIB
PIA	Mary Baltimore	202-208-3075		MS 4328-MIB
PMB-DAS-PPWPED/PEL	Kimberly Miller	202-208-1527		MS 5221-MIB
PMB-DAS-Performance & Mgmt.	Laura Curlett	202-208-4835		MS 5152-MIB
PAM	Brenda Browne	202-208-6352	202-219-4244	MS 5512-MIB

PFM	Debbie Smith	202-208-4702		MS 5412-MIB
EEO	Felicia Baker	202-208-4727		MS 1442-MIB
PEO	Felicia Baker	202-208-4727		MS 5221-MIB
PCA	Michael Muchmore	202-273-2237		MS 5258-MIB
PCS	Jennings Wong	202-208-6704		MS 5512-MIB
PPP	Silvia McCarney	202-208-1818	202-208-2619	MS 5258-MIB
PIO	Janet McNab	202-208-5274		MS 5329-MIB
POB	Charlie Towle	202-208-5219		MS 4116-MIB
PSD	Betty Monroe	202-208-3493		MS 5524-MIB
NBC-DIRECTOR	Yvonne Carswell	202-208-6254		MS 1344-MIB
NBC-DAS	John Nyce	202-208-3932		MS 1344-MIB
NBC-DOIU	Maggie Torres-Wilking	202-208-2654		MS 7129-MIB
NBC-DTS	Roberta Heintz	202-208-5720		MS 1540-MIB
NBC-DFMS	Paul M. Cyr	202-208-7182		MS 1210-MIB
NBC-DEPS	Dave Matthews	202-273-3218		MS 1366-MIB
NBC-DLS	Richard Willis	202-208-5390		MS 1731-MIB
NBC-DFnMS	Leslie Ondek	202-208-7833		MS 1313-MIB
NBC-HR	Luciana Adams	202-208-3332		MS 1423-MIB
NBC-Reston	Pat Starkey	703-390-6642		Parker Bg, Reston, VA
NBC-MODERNIZATION Ofc	Judy Friel	202-208-7283	202-219-3294	MS 314-SIB
OIG	Rick Farr	202-208-4599		MS 5341-MIB
NIGC	Irene Schrader	202-632-7003	202-632-7066	1441 L Street, NW
IAS	Lori Williams	202-208-6336	202-208-1526	MS 320-SIB
ACHP	Carol McLain	202-606-8503		1100 Pa Ave NW,
IWR	Saundra Tabron	202-208-1444		MS 3411-MIB
Indian Arts Crafts Shop	Kristen Benedetto-Herrin	202-208-3773		MS 4004-MIB
IDRA/Post Office/Gyn	Nadine Wright	202-208-7381	202-208-6976	MS B251-MIB
Omega Travel	Linda Sachs	202-789-5090	202-408-7087	MS 4042-MIB
DOI Federal Credit Union	Mike Merriman	202-208-6604		MS 4041-MIB
Snack Bar 4 th Floor	Mickey	202-737-1082		MS 4023-MIB
MIB Cafeteria	Ms. Hester	202-347-7657		MIB Basement