

**National Business Center
Administrative Operations
Division of Facilities Management Services**

Mission

Manage a variety of facilities management programs and provide numerous building operations and administrative support services primarily to occupants of the Main and South Interior Buildings (Interior Complex) and, for some programs and services, DOI employees both in the Washington, DC, metropolitan area and nationwide using a mix of contractors and Federal employees.

Vision

Building operations and services: To be the model of excellence for all products and services provided, which is achieved by continual improvement, technology, best practices, and maintaining a motivated, productive and contented workforce, and effective contract support.

Sustainability (energy and environmental): To develop and maintain 'facility ecology' practices in our facility management programs utilizing proven and innovative solutions to meet or exceed Departmental and Presidential mandates and self-imposed goals.

Modernization collaboration: To support effectively the Modernization Project Office, through good negotiation, inspection, communication, coordination, scheduling, technical expertise and logistical support, to modernize the Main Interior Building in a manner whereby schedules are met, occupant's workplace is safe and healthful, and upon completion of construction, a much improved work environment is provided for the Department.