



The Deputy Secretary of Energy

Washington, DC 20585

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: JAMES P. DANLY
DEPUTY SECRETARY OF ENERGY

SUBJECT: Department of Energy Policy on Office Space Design Standard

The Office of Management and Budget (OMB) policy memorandum M-25-25, *Implementation of the Utilizing Space Efficiently and Improving Technologies Act*, directs Federal agencies to update their office space design standard for usable square feet (USF) per person. The Department of Energy (DOE) last updated its standard at OMB's direction in December 2016 and set a maximum of 180 USF of office space per person for all new space acquisitions and major renovations. The latest OMB policy lowers this maximum to 150 USF of office space per person, and this memorandum sets the new 150 USF standard as DOE policy.

This updated DOE 150 USF standard applies to:

- New office space acquisitions that have not progressed past the preliminary design/planning phase as of the date of this memo. This includes acquisition projects still at Critical Decision (CD) 1 or below. For projects that don't follow the CD process, this includes acquisition actions that are still undergoing basic scope and/or design decisions. Acquisitions include construction, purchases, and grants such as leases and permits.
- Office space renovations (e.g., reconfiguring or modernizing office space) that have not progressed past the preliminary design phase as of the date of this memo. Note, any planned renovation may exceed 150 USF per person if, after the renovation, the overall office USF per person remains under 150 across the entire building (or, in the case of a building partially occupied by DOE, the overall office space controlled by DOE remains under 150 USF per person).
- Office space located in office buildings as well as office space located in non-office buildings (e.g., office space areas in lab buildings, warehouses, and manufacturing facilities, etc.).

Exemptions for leased space:

- Leased office space that remains in DOE's portfolio under a succeeding or superseding lease agreement and remains in use without construction to reconfigure the space does not have to meet the 150 USF per person requirement.
- Lease replacements and lease re-competitions are not required to meet the 150 USF per person standard unless an economic analysis demonstrates that the use of the standard for a project has a payback period of less than 15 years and the cost of the project will not exceed budget guidance.

Compliance with this standard involves identifying the square footage of usable office space within the overall planned space divided by the number of people who will work in that usable office space. To ensure sites implement this requirement in accordance with OMB policy and in a consistent manner across the Department, DOE's Office of Asset Management will develop and issue space measurement guidance within 90 days. Please refer to this guidance when planning any new space acquired through construction, purchase, lease, or renovation.

If mission requirements prevent space designers from meeting the requirements in this policy for any planned office space construction, purchase, lease, or renovation, please contact DOE's Senior Real Property Officer/Director of Asset Management to request a waiver.