

**U. S. Department of Energy  
Facilities Information Management System  
Request for Change  
Change Request #:18-08**

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Program Office:	MA-50, Office of Asset Management			Contractor	
Proposed Change:	<p>Create new FIMS Data Element as follows:</p> <p><b>Count of Offices and Administrative Workstations</b></p> <p>This data field is used, in conjunction with the FIMS Data Element “Space Type Usable SF – Office<sup>1</sup>,” to calculate Usable Square Feet/Workstation for comparison to DOE’s office space standard. The DOE standard is an average of 180 square feet of usable area per person, which is an average that applies to all acquisitions and major renovations of offices and administrative workstations in DOE owned and leased buildings, and GSA owned and leased buildings, including GSA Occupancy Agreements, executed after 27 Dec 2016<sup>2</sup>.</p> <p>The DOE memo used the term “usable area per person” but according to OMB guidance,<sup>3</sup> the office space standard is intended as usable area “per workstation.” For the purpose of the DOE standard, “per person” and “per workstation” are used interchangeably.</p> <p>The new data field applies only to buildings and trailers that are subject to the revised office space standard of December 27, 2016. The new data field must be reviewed, and updated if needed, at least annually, in accordance with the FIMS end-of-year snap shot.</p> <ul style="list-style-type: none"> <li>• <b>Applies to:</b> <ul style="list-style-type: none"> <li>○ All Buildings and Trailers, and portions of Buildings and Trailers, that are subject to the DOE office space standard and includes:           <ul style="list-style-type: none"> <li>▪ All office space acquisitions and major renovations that reached Critical Decision (CD-1), for line-item projects, or non line-item projects where the design phase started after December 27, 2016; (Note: Major renovations include projects that change the amount, or configuration, of an area for administrative office space and/or changes the number of offices and administrative workstations.)</li> <li>▪ All office space used, or available for use, by DOE employees, support services contractors and Management on Operating (M&amp;O) contractors; and</li> </ul> </li> </ul> </li> </ul>				

<sup>1</sup> FIMS User’s Guide, Appendix A, FIMS Data Element Dictionary, June 12, 2018.

<sup>2</sup> Memorandum for Heads of Departmental Elements, Establishing a Revised Department of Energy (DOE) Office Space Standard for Future Space Acquisitions and Renovations, December 27, 2016.

<sup>3</sup> OMB Management Procedures Memorandum NO. 2015-01, March 25, 2015.

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	<ul style="list-style-type: none"> <li>▪ All office space in DOE owned and leased buildings, and GSA owned and leased buildings, including GSA Occupancy Agreements.</li> <li>○ Offices (space fully enclosed by any combination of walls, windows, partitions, panels, or dividers) and administrative workstations, such as cubicles, shared desks (e.g., hoteling), and any other type of workstation configured for administrative work; and</li> <li>○ Offices and administrative workstations occupied by or available for use by full-time, part-time, and temporary personnel, visitors, and short-term guests (e.g., visiting researchers, summer interns, project teams, etc.) regardless of duration. (Note: The count of offices and administrative workstations is irrespective of whether the space is occupied at any given time. Therefore, the count includes all administrative office spaces that are being used or available for use.)</li> <li>• <b>Excludes:</b> <ul style="list-style-type: none"> <li>○ Offices and administrative workstations in non-office areas that are incidental to that area, such as a single desk in a laboratory or a desk in a machine shop or shipping/receiving area;</li> <li>○ Short-term/temporary conversion of non-office areas to offices and administrative workstations to support temporary fluctuations in personnel, such as using a laboratory for office space for summer interns;</li> <li>○ Offices and administrative workstations in buildings and building spaces that are subject to security measures that are greater than “Property Protection Areas (PPA)” and “Limited Areas (LA),” as defined in DOE Order 473.3A<sup>4</sup>.</li> </ul> </li> </ul>
Justification:	This data element is necessary for measuring the Department’s overall progress toward achieving the standard and for comparing an individual building’s office space to the standard.

<sup>4</sup> DOE Order 473.3A Chg1, January 2, 2018.

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FAC Remarks:	08/28/2018 – FAC Recommended
OAM Remarks:	
FDDC Remarks:	01/29/2019 – FDDC Approved
Implemented:	03/01/2019 – Implemented into FIMS v3.12