



**Department of Energy**  
Washington, DC 20585

May 11, 2016

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DAVID M. KLAUS   
DEPUTY UNDER SECRETARY FOR  
MANAGEMENT AND PERFORMANCE

SUBJECT: Establishing Department of Energy (DOE) Office Space  
Standard for Future Space Acquisitions and Renovations

In accordance with Administration policy, the Department of Energy has implemented strategies to more efficiently utilize office space. In 2011, the Department established an office space standard of 200 square feet of useable area per person for DOE employees and support service contractors. The standard was developed based on industry standards and was implemented as an average to accommodate varying space requirements.

In March 2015, the Office of Management and Budget directed agencies to build upon their current space standard by developing a maximum standard of square feet per workstation for *future* space acquisitions and major renovations. This new maximum standard (or standards) will apply to future space acquisitions and major renovations in office space occupied by DOE employees, support service contractors and M&O contractors. It will also include newly acquired or renovated workstations in non-office facilities (e.g., warehouses).

The Department is engaging GSA to help develop the standard (or standards). The Office of Management (MA), which is leading this effort, will collaborate with program offices, sites offices and laboratories to develop the standard(s). MA will present their recommendations for decision by the end of fiscal year 2016 and will provide regular updates to DOE's leadership team.

If you have any questions, please contact Carmelo Melendez, DOE Real Property Officer, at (202) 586-4502.

