



**The Deputy Secretary of Energy**  
Washington, DC 20585

October 13, 2011

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DANIEL B. PONEMAN

A handwritten signature in black ink, appearing to read "Daniel B. Poneman", written over the printed name.

SUBJECT: Setting an Average Office Space Standard: 200 SF/Person

On June 10, 2010, the President issued a memorandum, *Disposing of Unneeded Federal Real Estate*, directing civilian agencies to eliminate excess real property and meet a goal of \$3 billion in real property cost-savings by Fiscal Year 2012. In response, the Department of Energy prepared a *Real Property Cost Savings and Innovation Plan* identifying real property cost avoidance initiatives, including consolidation of activities and space optimization.

This memorandum establishes an office space allocation standard towards more efficient space utilization for the Department. The standard will be an average of 200 square feet of usable area per person<sup>1</sup> and will be applicable for all Federal employees and their support contractors. All space assignments must be consistent with applicable Collective Bargaining Agreements and the Americans with Disabilities Act. (This Standard does not apply to Management and Operating [M&O] contractors or their support contracts. M&O contractors are expected to manage to their own site-specific space standards.)

Effective immediately, each organizational entity will strive to achieve this office space standard. I have asked the Office of Management to update DOE Order 430.1B, *Real Property Asset Management*, with these requirements and report progress during the Associate Deputy Secretary's bi-monthly Performance Management Reviews. Implementation of this office space standard enables the Department to achieve not only the President's real property cost-savings goals, but also demonstrates our leadership in sustainability, greenhouse gas reduction, and energy conservation.

If you have any questions, please contact Ms. Ingrid Kolb, Director, Office of Management at (202) 586-2550, or Mr. Paul Bosco at (202) 586-3524.

*Sunset Date:* This memorandum will expire upon codification within DOE Order 430.1B anticipated by May 1, 2012.

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<sup>1</sup> See: ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement

