

NNSA POLICY

NAP 430.1

Approved: 07-08-24
Certification Due: 07-08-29

SPACE MANAGEMENT



NATIONAL NUCLEAR SECURITY ADMINISTRATION Management and Budget

CONTROLLED DOCUMENT
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OFFICE OF PRIMARY INTEREST (OPI):
Business Services

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SPACE MANAGEMENT

1. PURPOSE. To establish the responsibilities and procedures for the allocation and renovation of classified and unclassified space to align space usage with National Nuclear Security Administration (NNSA) mission needs.
2. AUTHORITY. NNSA's Space Management program is established under 50 United States Code (U.S.C.) 2402, *Administrator for Nuclear Security*. This law gives the Administrator authority over resource requirements determination and allocation.
3. CANCELLATION. None.
4. APPLICABILITY.
 - a. Federal. Applies to NNSA Federal elements.
 - b. Contractors. Does not apply to contractors.
 - c. Equivalencies/Exemptions.
 - (1) Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/Department of Energy (DOE) Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
 - (2) Exemption. None.
5. SUMMARY OF CHANGES. Not applicable.
6. BACKGROUND.

NNSA has a need for various types of office space throughout its enterprise. Based on lessons learned during the maximum telework posture taken under the COVID-19 pandemic and post return-to-work, space allocation and design must reflect the future makeup of the workforce, which includes alternative work environments such as hoteling stations. This NNSA Policy (NAP) provides NNSA with an efficient and flexible approach to space management.
7. REQUIREMENTS.

NNSA must align the management of office space with NNSA and DOE strategic planning and mission needs. Real property must be managed per DOE Order 430.1C, *Real Property Asset Management*, and NNSA SD 430.1, *Real Property Asset Management*, in a safe, secure, cost-effective, and sustainable manner to ensure real

property assets are available, used, and in suitable condition to support successful mission execution.

- a. NNSA's Space Management Program must adhere to six principles:
 - (1) Mission Support – Office space is provided that allows occupants to support NNSA missions.
 - (2) Improve Conditions – Renovation projects must be designed with the goals of improving office working conditions and increasing employee morale and productivity.
 - (3) Consolidate Functions – Any office moves and projects must centralize functions to enhance staff interactions and reduce the time spent traversing buildings.
 - (4) Minimize Moves – Moving employees to new areas or office spaces causes disruptions to normal work operations. Therefore, space management projects must be planned and implemented in a way that limits the number of individual office-to-office moves.
 - (5) Fair Share – NNSA plans and allocates office space based on standard utilization rates, meaning square feet used per occupant within a given organization or area. These rates can vary based on security requirements, site location, or other variables. This principle serves to ensure that NNSA operates efficiently within sufficient space.
 - (6) Minimize Costs – All projects must be mindful of cost. Project managers must endeavor to avoid unnecessary costs, including lifecycle or maintenance costs that occur after project completion. Where feasible, alternatives to costly projects or aspects of projects should be used, given that they meet all core project requirements. If the project is not required to support the mission, it will not be completed. Rent costs must also be minimized wherever possible. Before obtaining additional space, current space should be reallocated to increase effectiveness of usage.
- b. NNSA's utilization rate is an average of 180 square feet of usable area per person (per DOE guidance and General Services Administration recommendations).
- c. Space and major renovation requests must be fulfilled in accordance with NNSA and DOE strategic plans, mission needs, and effective space usage.
- d. Employees working onsite 6 or more days per pay period according to their approved telework agreement must have a dedicated space; all others must use hoteling space unless a designated space is justified by an approved reasonable accommodation or other justification approved by the Associate Principal Deputy

Administrator on a case-by-case basis. This requirement applies regardless of work schedule (e.g., standard schedule, AWS, maxiflex).

- e. Users of NNSA space must use space management software to book hotel seats and conference rooms.
- f. If an element requires additional space, utilization rates must be reviewed to determine where space is available within the existing NNSA space footprint. The solution must be developed in collaboration with elements that require less space.
- g. For staff with designated offices, the NNSA standard office setup must be provided.
 - (1) Sit/Stand Desk or modular unit, with an ergonomic employee chair and side chair.
 - (2) Desktop or laptop computer with docking station, two 24" monitors or one 27" monitor, keyboard, and mouse.
 - (3) Nameplate.

As needed:

- (4) Single line phone with voicemail.
 - (5) Whiteboard or wall hangings.
 - (6) File cabinet.
 - (7) Desktop video camera capability.
 - (8) Bookcase.
- h. For staff with cubicles or hoteling spaces, the standard space setup must be provided.
 - (1) Desk or modular unit, with an employee chair.
 - (2) Docking station (unless classification of space does not allow laptops) with two 24" monitors, keyboard, and mouse.

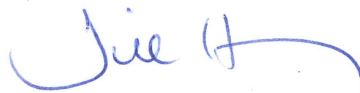
As needed:

- (3) Single line phone with voicemail.
 - (4) Desktop computer.
 - (5) Desktop video camera capability.

- (6) Headset.
 - i. Above-standard office setup requests not related to a medical condition must have a justification and Office Director/Division Director approval (see Appendix B).
 - j. If staff need to modify or adjust their office setup for a reason related to a medical condition, they must send a request via email to nnsareasonableaccommodation@nnsa.doe.gov.
8. RESPONSIBILITIES.
- a. Associate Principal Deputy Administrator. Reviews and approves justifications for dedicated spaces in cases where an employee does not meet the days onsite requirement.
 - b. Heads of NNSA Elements.
 - (1) Follow requirements in Appendix A for space management in the National Capital Region (NCR).
 - (2) Follow requirements in Appendix D for space management in the John A. Gordon Albuquerque Complex.
 - (3) Follow site-specific space planning requirements for Federal elements.
 - (4) Follow requirements in NNSA SD 430.1, *Real Property Asset Management*, as necessary.
 - (5) Approve renovation requests for their respective element prior to being included in the Integrated Space Plan.
 - (6) Assist in the resolution of issues on prioritization of space allocation and major renovations.
 - (7) Approve the conceptual and construction design drawings as well as the construction statement of work prior to start of construction for renovation projects associated with their respective element.
 - (8) Determine which seats within their associated office space will be used for their element's hoteling needs and provide this information to the Office of Management and Budget Business Services (NA-MB-20) to enter in the space management software system.
 - (9) Determine which seats, if any, within their associated office space can be used for NNSA general hoteling seats and provide this information to NA-MB-20 to enter in the space management software system.

- c. Office of Information Management (NA-IM).
 - (1) Reviews and approves video teleconferencing (VTC) setups and secure system requirements.
 - (2) Reviews and approves all above-standard IT equipment for offices.
 - (3) Supports IT requirements for renovation projects.
 - d. Business Services (NA-MB-20).
 - (1) Manages NNSA space management software. Acts as liaison between DOE-Office of Management (MA), space management software vendor, and NNSA Elements.
 - (2) Provides training on, and troubleshooting of, space management software.
 - (3) For NCR specific responsibilities refer to Appendix A.
9. DEFINITIONS. See Appendix E.
10. REFERENCES. See Appendix F.
11. CONTACT. Director, Business Services, NA-MB-20, DL-NA-MB-20BusinessServices@nnsa.doe.gov.

BY ORDER OF THE ADMINISTRATOR:



Jill Hruby
Administrator

Appendixes:

- A: National Capital Region Specific Responsibilities
- B: Above Standard Office Requests in the National Capital Region
- C: Request for Additional Space and Major Renovations Template
- D: John A. Gordon Albuquerque Complex Specific Responsibilities
- E: Definitions
- F: References

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APPENDIX A: NATIONAL CAPITAL REGION SPECIFIC RESPONSIBILITIES

1. INTRODUCTION. The roles and responsibilities of space management are unique in the National Capital Region (NCR). This Appendix establishes the requirements and responsibilities specific to the NCR. Business Services (NA-MB-20) oversees National Nuclear Security Administration (NNSA) NCR space planning to provide flexible and quality workspace and ensure efficient usage of NNSA's allocated office space. NA-MB-20 also provides services that manage all aspects of the NNSA office space in the NCR. These services include coordination with the Department of Energy (DOE) on rent charges for NNSA space in the Forrestal, Germantown, and Portals III buildings; management of construction and renovation projects; assignment of space within NNSA NCR buildings; and coordination of office moves.
2. REQUIREMENTS.
 - a. An integrated space plan to define NNSA Headquarters (HQ) space goals and 5-year projections for space requirements must be developed and approved by the Associate Principal Deputy Administrator.
 - b. This plan must be updated annually and submitted through eDOCS for review by NNSA HQ elements and approval by the Associate Principal Deputy Administrator.
 - c. The NNSA HQ Integrated Space Plan must include a prioritized list of major renovation projects and requests for additional space with associated costs.
 - d. The approved prioritized list must be implemented as funding allows.
 - e. Throughout the year, all changes to priorities and new requests for space must follow the format listed in Appendix C and be approved by the Associate Principal Deputy Administrator for implementation planning.
 - f. Allocation and major renovations of space within the NCR must be coordinated with several NNSA and DOE elements to allocate funding; design the space; receive necessary permits; and issue contracts for design, construction, furniture, security, IT, etc. Major renovations take at least 2 years on average. NNSA leadership in the NCR is advised to anticipate these timeframes when planning for space requirements.
3. RESPONSIBILITIES.
 - a. Associate Principal Deputy Administrator.
 - (1) Approves Integrated Space Plan.
 - (2) Resolves any renovation project impasses.

- (3) Approves changes to list of prioritized renovation projects and requests for space.

b. Heads of NNSA Elements.

- (1) Concur on Integrated Space Plan.
- (2) Provide any requests for additional space and major renovations in the NCR to NA-MB-20 that includes justification based on NNSA strategy and mission (see Appendix C) by the end of the calendar year.
- (3) Approve any renovation scope changes above \$100,000.
- (4) Provide a request (see Appendix C) to NA-MB-20, which includes justification for the request based on NNSA strategy and mission, for additional space or major renovations in the NCR.
- (5) Approve renovation requests for their element prior to being included in the Integrated Space Plan.

c. Associate Administrator for Management and Budget.

Reviews and approves initial design drawings and any scope changes that would increase cost of project from the original approved design by \$100,000 or more.

d. Deputies of NNSA Elements.

Review list of space allocations and renovations and agree on prioritization of projects in line with safety and health concerns, security issues, and NNSA strategy and mission by the end of February.

e. Office Directors (All Office Directors and Division Directors that are not included in Heads of NNSA Elements and Deputies of NNSA Elements).

Review and approve justifications for above-standard office requests as appropriate.

f. Human Resources (NA-MB-10).

Provides information to NA-MB-20 to support the development of the Integrated Space Plan. Specifically:

- (1) Information on current number of employees per element that (1) telework less than or equal to 5 days per pay period, (2) telework more than 6 days per pay period, and (3) are on a remote restricted agreement.

- (2) 5-year projections of number of employees per element that will
(1) telework less than or equal to 5 days per pay period, (2) telework more than 6 days per pay period, and (3) are on a remote restricted agreement.

g. Business Services (NA-MB-20).

- (1) Develops and maintains 5-year NNSA HQ Integrated Space Plan using the data provided by elements.
- (2) Manages the usage of office space and related services for NNSA in the NCR. This includes the assignment or allocation of, and renovations to, space within the Forrestal, Germantown, and Portals III buildings.
- (3) Reviews Office Director/Division Directors' justification and provides final approval for above-standard office equipment.
- (4) Provides office space standard equipment and approved above-standard items. This does not include IT equipment ordered by logistics points of contact (POCs) through DOE's IT self-service portal DOE At Your Service (DAYS), such as desktop computer setups.
- (5) Sends out annual data call for space and renovation requirements to NNSA elements.
- (6) Reviews all requests and determines how space utilization goal can be met.
- (7) Determines if requests can be met through a redesign of existing space or movement to other space.
- (8) Liaises and works with DOE-Office of Management (MA) to obtain additional space within the NCR.
- (9) Provides overflow hoteling space during surge periods.
- (10) Coordinates with DOE and NNSA elements on space issues.
- (11) Develops project prioritization list and manages prioritization process of major space and renovation requirements with each NNSA Element.
- (12) Facilitates resolution of space issues with the Associate Principal Deputy Administrator.
- (13) Works with the appropriate DOE and NNSA elements to prepare design of space and acquire cost estimates for the entire project, including design and construction costs, architecture and engineering, security, telecommunications, computers, furniture, swing space, and relocation costs.

- (14) Works with the appropriate DOE and NNSA elements to determine a schedule that incorporates all phases of the project.
- (15) Manages the implementation of renovation projects from planning phase to occupancy date.
- (16) Works with the appropriate DOE and NNSA elements to obtain sufficient swing space to use during element-specific renovation projects or when health/safety issues affect a space.
- (17) Develops 5-year projection of budget required to meet space requirements.
- (18) Submits priority funding requirements in annual budget request process.
- (19) Assesses office space for refresh projects according to the schedule below:
 - a. Paint and carpet 5 years from last refresh and annually thereafter.
 - b. Furniture 10 years from purchase date and annually thereafter.
- (20) Coordinates with DOE-MA to procure furniture through their contract vehicle. All furniture must be procured through this approved vendor.
- (21) Coordinates issuance of funding memos for renovation projects, furniture, refresh projects, etc.
- (22) Manages building occupancy business line in working capital fund.
- (23) Reviews and approves occupancy agreement between NNSA and DOE-MA. Conducts negotiations on occupancy agreement with DOE-MA.

h. Office of Infrastructure (NA-90).

Provides subject matter experts to support NA-MB-20 in developing the NNSA HQ Integrated Space Plan.

i. NNSA Elements' Logistics Points of Contact.

- (1) Obtain justification from Office Directors/Division Directors for above-standard requests.
- (2) Submit requests for standard office IT equipment through the DAYS platform.
- (3) Obtain approval from respective Head of NNSA Element for renovations.

APPENDIX B: ABOVE-STANDARD OFFICE REQUESTS IN THE NATIONAL CAPITAL REGION

Requests for above-standard office items and maintenance require written justification approved by the Office Director/Division Director because outside contracting is required to fulfill the request. National Nuclear Security Administration (NNSA) Business Services (NA-MB-20) reviews the Office Director's/Division Director's justification and provides final approval for above-standard equipment. Requests considered above standard include:

- a. Painting of areas that were painted less than 5 years ago unless there is a health or safety issue.
- b. Replacing carpet for carpet installed less than 5 years ago unless there is a health or safety issue.
- c. Installing a high-security shredder. Justification must include location of the closest shredder and its usage; and if burn bags are an option.
- d. Installing a business center (e.g., all-in-one printer, cabinetry, supply storage). Justification must include how many occupants will use the business center and the location of the closest business center.
- e. Installing sinks. Justification must be that the area operates 24 hours a day, 7 days a week.
- f. Providing small conference tables and chairs for supervisor and team leader offices.
- g. Cleaning of carpet, above what is routinely provided by the facilities contractor.
- h. Cleaning of furniture and wall coverings above what is provided by the facilities contractor.
- i. Providing safes.
- j. Installing monitors for projected data.
- k. Installing cable television.
- l. Installing Microsoft Teams video or video teleconferencing (VTC) system (also requires NA-Information Management (IM) approval).
- m. Installing acoustical wall panels or other sound attenuation measures.

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**APPENDIX C: REQUEST FOR ADDITIONAL SPACE AND MAJOR RENOVATIONS
TEMPLATE**

[DATE]

MEMORANDUM FOR DIRECTOR, BUSINESS SERVICES

FROM: [NAME]
[TITLE]

SUBJECT: Request for [Additional NNSA Space or Major Renovation]

The Office of [TITLE] requests [additional space or major renovation] in NNSA Headquarters as follows:

1. Location
2. Justification for additional space or renovation based on NNSA strategy and mission or safety
3. Number of additional employees to be housed
4. Number of designated and hoteling seats required
5. Special purpose and support space requirements (e.g., conference rooms, classified space, reception area)
6. Requested occupancy date
7. Point of contact

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APPENDIX D: JOHN A. GORDON ALBUQUERQUE COMPLEX SPECIFIC RESPONSIBILITIES

1. INTRODUCTION. The roles and responsibilities of space management are unique in the Albuquerque Complex (AC). This attachment establishes the requirements and responsibilities specific to the AC.

Allocation and major renovations of space within the AC requires coordination with several National Nuclear Security Administration (NNSA) and Department of Energy (DOE) elements to allocate funding; design the space; receive necessary permits; and issue contracts for design, construction, furniture, security, IT, etc. Major renovations take at least 2 years on average. NNSA leadership in the AC are advised to anticipate these timeframes when planning for space requirements.

2. RESPONSIBILITIES.

- a. Complex Management Team (CMT) Director.

- (1) Approves AC integrated space plan.
- (2) Resolves any renovation project impasses.
- (3) Develops 5-year projection of budget required to meet space requirements.
- (4) Submits priority funding requirements in annual budget request process.
- (5) Manages building occupancy business line.

- b. Organizational Space POCs.

Provide a request to CMT Director for additional space or major renovations in the AC, which includes justification for the request based on NNSA strategy and mission. Requests are currently submitted through the following form:
<https://nnsaportal.energy.gov/fieldoffice/abq/SCF/SitePages/SMSR.aspx>.

- c. Complex Management Team.

- (1) Manages the usage of office space and related services for NNSA in the AC.
- (2) Reviews Organizational justification and provides final approval for above-standard office equipment.
- (3) Provides office space standard equipment and approved above-standard items. This does not include IT equipment ordered through DOE's IT self-service portal DOE At Your Service (DAYS), such as desktop computer setups.

- (4) Reviews all requests and determines how space utilization goal can be met.
- (5) Determines if request can be met through a redesign of existing space or movement to other space.
- (6) Coordinates with DOE and NNSA elements on space issues.
- (7) Develops project prioritization list and manages prioritization process of major space and renovation requirements with each NNSA Element.
- (8) Facilitates resolution of space issues with the organizational Head of Element assigned to the AC.
- (9) Works with the appropriate DOE and NNSA elements to prepare design of space and acquire cost estimates for the entire project to include design and construction costs, architecture and engineering, security, telecommunications, computers, furniture, swing space, and relocation costs.
- (10) Works with the appropriate DOE and NNSA elements to determine a schedule that incorporates all phases of the project.
- (11) Manages the implementation of renovation projects from planning phase to occupancy date.
- (12) Works with the appropriate DOE and NNSA elements to obtain sufficient swing space to use during element-specific renovation projects or when health/safety issues impact a space.

APPENDIX E: DEFINITIONS

- a. Heads of NNSA Elements. Deputy Administrators, Associate Administrators, Field Office Managers, General Counsel, Director of the Office of Communications, Director of the Office of Policy and Strategic Planning, and Director of the Office of Cost Estimating and Program Evaluation.
- b. Hoteling. Hoteling is the office management strategy that considers certain office resources, such as workspaces and equipment, to be shared assets. Hoteling seats can be designated for use by a specific NNSA element or for general NNSA use.
- c. National Capital Region (NCR). Washington, D.C., and nearby locations to include Montgomery County, Maryland.
- d. Occupancy Agreement. The agreement between NNSA and DOE-Office of Management (MA) that states the direct rent per square foot, indirect rent per square foot, and occupied space paid for through the working capital fund business occupancy line.
- e. Occupant. Refers to any all NNSA staff, Federal employees, contractors (that have to be collocated with Federal staff), military personnel, detailees, fellows, etc.
- f. Swing Space. A space for temporary occupancy, usually during a renovation or new construction project.
- g. Usable Square Feet. The office and office support space area assigned to a specific tenant. Usable square footage does not include shared common areas such as restrooms, stairwells, and hallways. For tenants leasing an entire floor or several floors, the usable square footage includes the hallways and restrooms exclusively serving their space.
- h. Utilization Rate (UR). The rate at which an organization occupies space, measured by net assignable square feet per person. The UR captures offices, open workstations, storage, conference rooms, and special spaces (e.g., LAN closets, breakrooms, reception areas). The UR does not include joint-use space such as cafeterias or health units.

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APPENDIX F: REFERENCES

- a. 41 Code of Federal Regulations (CFR), Part 102-75.60, *What are landholding agencies' responsibilities concerning real property surveys?*
- b. 41 CFR Part 102-79, *Assignment and Utilization of Space*.
- c. Executive Order 13327, *Federal Real Property Asset Management*.
- d. *National Strategy for the Efficient Use of Real Property 2015-2020*, "Reducing the Federal Portfolio through Improved Space Utilization, Consolidation, and Disposal," Office of Management and Budget, Spring 2015.
- E. DOE Order 430.1C, *Real Property Asset Management*, issued 10-04-19.
- f. NNSA Supplemental Directive 430.1, *Real Property Asset Management*, issued 01-15-20.
- g. Policy Memorandum, *DOE Headquarters Future of the Workplace and Space Management Policy*, issued 08-03-22
- h. Policy Memorandum, *DOE Implementation Guidance for the Revised Office Space Standard*, issued 08-31-2018