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Usable Square Footage (USF) Guidance for Determining the USGS Office Utilization Rate

Through Executive Order, all government Agencies, including the Department of the Interior, are required to reduce current footprints per the following memorandums:

1. OMB Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations; dated May 11, 2012
2. OMB Management Procedures Memorandum NO. 2015-01, Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint; dated March 25, 2015

This document specifies USF standards per person, identifies who is counted, and provides guidance on what space types are included and excluded when determining the usable square footage per person (referred to as office utilization rate). This information is based on the following guidance:

1. Facilities and Space Management Department of the Interior Memorandum; dated August 2, 2011
2. OMB Facilities/ Space Cost Savings/ Avoidance and Space Management Policy Changes Memorandum from the Associate Director of AEI; dated August 26, 2011.

The 180 Office USF / person, average USGS utilization standard:

1. Intended to capture usable office square footage per person for 'office type activities'.
2. Standards apply when moving locations or performing major renovations, and to all office space (owned, leased, Coops, IAAs, free space, etc...)
 - a. Organizations should work toward improving utilization to allow release of space when the lease / agreement is renewed even if not changing locations.
 - b. Telework (with hotel offices) and office clean out days are encouraged to make this possible.
3. Where detailed floor plan analysis is not performed, rough estimates should be made regarding sizes for planning purposes. Your BMS offices can provide support.
4. Accurate estimates are required for all space acquisition requirements as well as SAAW, FIRS, and IRB approvals.
5. BMS offices are available to assist with more in depth review and calculation, should any specific building require a more accurate estimate.
 - a. This will likely require floor plans to be made available to the BMS office.
 - b. Data is used for reporting to USGS management and working toward an overall USGS utilization rate of 180 Office USF / person.
6. Space type data (Office SF, Lab SF, Warehouse SF...) at the building and organization level is stored in the FBARWS system; this data can be obtained or updated with the assistance of your BMS Office.
7. The number of people data is derived from Active Directory, where individuals are assigned to organizations and valid FBMS buildings; however other people counts will need to be provided by Centers for certain individuals (Volunteers, Emeritus, and Contractors...) who require office space if they are not already in Active Directory, but have valid agreements or contracts in place. Vacancy counts are not available in AD, so Centers may need to provide this data from time to time.



FTE (person count) criteria:

The following should be included in the total number of personnel used in the calculations of Office Utilization Rate.

1. Include all full-time and part-time employees. Each employee counts as one person.
2. Include employees without regard to position type such as permanent or temporary.
3. Include a vacant position only if it authorized with a signed approval to backfill.
4. Include any full-time and part-time contract employees where the USGS provides office space pursuant to the contract. Each contract employee counts as one person.
5. Include any full-time and part-time employee or contractor from another bureau, other government agency (federal, state, and local), or other partner where the USGS provides office space pursuant to an interagency agreement, cooperative agreement, or similar written arrangement. Each employee or contractor counts as one person.
6. Include faculty members and students where the USGS provides office space pursuant to a cooperative agreement or similar written arrangement. Each faculty member or student counts as one person.
7. Include USGS students, scientist emeriti, and other volunteers who require office space to perform their duties. Each student, scientist emeriti, and other volunteers count as one person and must have a USGS volunteer agreement in place.
8. Instructions on how to maintain Active Directory data can be found at the following link <http://bwtst.usgs.gov/apps/collaboration/BisonConnect/support/uam/>.

* Note: Disregard employee telework participation status. For initial utilization calculations, assume that teleworkers will require office space. It is expected that DOI will provide more guidance on this; the USGS views teleworking as an important feature in the efforts to improve space utilization.

Office USF categories (included):

1. All office space, including suite type space that could house workstations and file storage.
2. Interior circulation space.
3. Conference and Work rooms.
4. Break rooms, when used by a single organization (USGS as a single organization).
5. Mail rooms, copy rooms, supply rooms, break out areas, small meeting areas, food service/break rooms, and reception areas.
6. Telephone booths and collaboration areas located in an office area.
7. File rooms and office supply type rooms when constructed within the core office space and provides standard office heating and cooling.

Non-Office USF categories (excluded):

1. Data Centers/Computer Rooms where the space has the following characteristics:
 - a. Raised floors.
 - b. Dedicated HVAC (CRAC).
 - c. Specialized power distribution equipment (PDU's).
2. Libraries, where the space is specifically used for books / research material and is not used for meetings or other purposes, and is over 750 usable square feet. Only one library per science center location.

3. Building common or building support space (building mechanical, elevator lobbies, main corridors, restrooms, electrical rooms, janitor closets, etc...).
4. Tenant mechanical rooms where the space is enclosed and used for purposes such as:
 - a. Tenant data center support (UPS Room, and CRAC/HVAC space).
 - b. Telephone switch and router rooms.
5. Laboratory space including sample prep, and electronics lab space if it is legitimately and used as dedicated lab space. These areas may have a desk, but cannot be assigned as an individual's office. Built out lab space typically has some of the following:
 - a. Corrosion-resistant / stainless steel countertops.
 - b. Gas supply plumbing in the wall or the floor.
 - c. Special venting and plumbing requirements and/or equipment requirements.
 - d. Floor drains.
 - e. Separate climate control systems, special electrical requirements/loads.
 - f. Casework and fume hoods.
 - g. Tile, concrete, epoxy floors (no carpeting).
 - h. Not used for file or field equipment storage.
6. Warehouse, shop, and industrial space (unconditioned space).
 - a. Typically used for:
 - i. Materials storage and handling operations.
 - ii. Shop and fabrication operations.
 - iii. Vehicle and equipment operations and maintenance.
 - iv. Vehicle and equipment storage.
 - b. Built out warehouse space normally has some of the following features:
 - i. Concrete floors.
 - ii. Unfinished ceilings.
 - iii. Industrial lighting.
 - iv. Overhead doors.
 - v. Minimal HVAC and no mechanical cooling.
 - vi. Higher than normal ceiling heights.
 - vii. Special floor load capacities.
 - viii. Not easily converted to office space.
7. Break rooms, when used by multiple occupying organizations - USGS and another non-USGS organization.
8. Auditoriums, where over 750 usable square feet. Only one auditorium per Science Center location
 - a. Built out auditorium space typically have some of the following features:
 - i. Dedicated AV equipment.
 - ii. Increased floor loading to accommodate maximum occupancy.
 - iii. Above standard lighting and HVAC for auditorium usage.
 - iv. Fixed auditorium style seating.
 - v. Above standard HVAC for higher capacity crowds.
 - vi. Stage.
 - vii. Auditorium style seating (or can be easily configured as auditorium seating as needed).
9. Production space used solely for the preparation of large informational displays on a regular basis. Must be a dedicated function / mission activity of the organization holding the space to be excluded.

10. Layout space solely for the preparation, layout, analysis of large drawings, maps, floor plans on a regular basis. Must be a dedicated function / mission activity of the organization holding the space to be excluded.
11. Store type areas where a service is being performed for a customer, such as a badging area. Must be a dedicated function / mission activity of the organization holding the space to be excluded.

*Note: If any of the above areas include space that is used for or contain office or workstations, this portion must be included in your utilization calculation.