



PROCEDURE 570.1-00.01B

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| Title: | SPACE MANAGEMENT PROCESS |
| Owner: | Robert Madaras, Site Operations Division, Office of Institutional Operations |
| Approving Official: | Daniel J. Maloney, Director, Site Operations Division, Office of Institutional Operations {signature} /s/ Daniel J. Maloney _____ |
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| ATTACHMENTS | |
| There are no attachments to this procedure. | |
| FORMS | |
| NETL Form 320.1-9, Employee Separation Clearance | |
| NETL Form 352.1-1, Confirmation of Request for Reasonable Accommodation | |
| NETL Form 430.4-2, Facility/Project Work Request | |

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1. **PURPOSE**

- a. To establish requirements, responsibilities, procedures, and process for requesting and assigning office space for new hires, generalized moves, reorganizations, storage areas, miscellaneous space usage, and terminating employee office space at the National Energy Technology Laboratory (NETL).

2. **APPLICABILITY**

- a. This procedure applies to all NETL employees, both federal and contractor, residing in space that is owned or leased by NETL.

3. **PROCEDURE**

- a. **General Office Space** — Space is a shared resource at NETL which divisions or individuals do not own or control. Space is assigned on an as-needed basis. Due to space limitations, vacant offices cannot be held by divisions for backfilling if space is needed for new hires from other divisions. No employee shall occupy any vacant space, move furniture or computer equipment into, have resource connections installed/moved into, or use an area for storage until the space has been approved by the site space manager or the individual entered into the personnel tracking system (PTS).

- (1) **Assigning Federal Space** — Based on availability and to the extent possible, similar functions will be co-located and divisional offices will be assigned space together. Federal space will be assigned using the GSA FPMR Subpart 101-17.3 as a general guideline, using descending grade level with highest grade given “prime” consideration, based on availability of categories as defined below, taking into consideration the difference in space configurations at each NETL site:

- Prime: Largest square foot enclosed office with window in proposed area.
- Secondary Prime: Lesser square foot enclosed window office.
- Third Level: Enclosed non-window office, or cubicle with window.
- Fourth Level: Non-window cubicle, shared office, or shared cubicle.

- (a) **Tiebreaker Rule** — In cases where only limited secondary prime offices are available for personnel at the same grade level, the site space manager will contact the labor management specialist, Human Resources, who will check these federal employees’ official personnel folders for their total creditable federal service. This determination will be considered the time-in-grade “tiebreaker” by descending order of seniority based upon all creditable federal service.

Federal personnel will be assigned prime and/or secondary prime over contractor employees. If federal office space is needed which overlaps into an area where contractor employees reside that is considered prime from previous placements, the contractors will be relocated to non-secondary prime areas and these offices will be assigned to federal personnel.

- (b) **Problem Resolution on Space Issues** — Any space issue that cannot be resolved by the site space manager and the appropriate division director or contractor project director, will be elevated to the SOD director and then to the office director, Office of Institutional Operations, for resolution. Unresolved office director level disputes will then be adjudicated by the executive board or the NETL director.
- (2) **Assigning Contractor Space** — Fair space equity will be given to each contractor group in a co-located area as best as possible. Each group will be allocated adequate office space and/or cubicles based on the number of personnel (including a visiting office for the project director and a general visitor office, if available). The contractor project director will propose seating placement of his/her respective employees and new hires in a descending rank level process similar to federal placement within their co-located area.
- (3) **Construction-Related Moves** — When employees are moved due to construction purposes and for long durations, the affected division director/s will work closely with the site space manager for the temporary relocations. They will also work together on permanent placement after renovations are complete to ensure that the space proposals are in compliance with the NETL space management policy guidelines.
- (4) **Other Space Needs** — Personnel who have assigned tasks working the majority of daily hours at on-site field locations or experimental areas (i.e., computer work, laboratories, janitorial, grounds maintenance, mechanics, delivery tasks, etc.) may be assigned office space, if requested by the appropriate division director or contractor project director. Space will be assigned at the third or fourth level categories dependant upon availability. (Prime and secondary prime individual offices will be assigned to those whose work requires they remain in their office location the majority of each day based upon availability.)
- (5) **Short-Term Appointments** — Summer students, temporaries, interns, research associates, professors, ORISE, ORAU, part-time NETL, and any other non-permanent type appointments will be assigned fourth level shared placement, based on availability. This applies to contractor employees considered part time, those working only 1-3 days per week on NETL assignments, and any subcontractors.

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- (6) Home Base and Visiting Offices — The director, deputy directors, office directors, deputy associate directors, senior management technical advisors, division directors, product managers, and site support contractor project directors will be assigned “prime” office space at their home base office, if available. For office directors and below and contractor project directors, visiting offices at the alternate site will be non-window enclosed offices; if none are available, cubicles will be assigned as needed. Each division and contractor group will be assigned a non-window or cubicle visiting office for their director and one generalized visiting office, if available.

Exception: Enclosed offices/visiting offices will be assigned to positions which need privacy for confidentiality (i.e., EEO office, union office, short-term outside audits, SEBs, etc.). The site space manager will evaluate all requests for visitor and special privacy requests and a determination will be made on an individual basis dependent upon space availability.

- (a) **Sharing Visiting Offices** — Due to limited space availability, division director and contractor visiting offices and cubicles may be shared if needed on any day of high-volume visits. Federal employees will share federal areas; contractor employees will share contractor areas. Visiting offices should remain unlocked for sharing if needed. Any personnel in need of a visiting office that day must contact the assigned occupant in advance to avoid conflict of schedules. The borrower must lock down the computer or leave a note of their whereabouts when leaving the visitor office during the day in the event the assigned occupant cannot be reached and arrives onsite to use the office. The assigned occupant has first preference.
- (7) Office or Area Space Modifications — The Site Operations Division will have a call for major space requirements or modifications prior to the formulation of the next fiscal year institutional budget (approximately the first week of August). Divisions/offices which desire modifications to offices, request new or modified systems and/or stand-alone furniture, or requests for structural changes must identify those needs at this time period. The site space manager, along with the SOD director, will evaluate these requests. A plan will be prepared and analyzed for approval.
- (8) Special Accommodations
- (a) **Federal** — Any federal employee, with a physical disability or a medical condition that requires a special space accommodation, must obtain written documentation from their physician. Their division director should then notify the site space manager of the request. The employee will be referred to the ADA coordinator or the NETL selective placement coordinator, as appropriate. NETL Form 352.1-1, Confirmation of Request for Reasonable Accommodation, will be completed. A

determination will be made as to whether or not NETL will be able to provide a reasonable accommodation. Every effort will be made to fulfill the request within the prescribed time-frame in accordance with the NETL reasonable accommodations procedure (refer to the Human Resources homepage for the process/form).

- (b) **Contractor** — Any contractor employee, with a physical disability or a medical condition who needs special space accommodations, must obtain written documentation from their physician. The contractor project director will discuss with the site space manager to see if reasonable accommodations are available. Discussions with the NETL ADA coordinator or NETL selective placement coordinator may be in order if no mutual agreement can be reached for reasonable accommodations.

NOTE: The director, Site Operations Division, will be consulted for a cost analysis if any request is made for structural changes. A final determination, to approve or not, will be made by designated individuals in accordance with the NETL reasonable accommodations procedure.

- (9) Ergonomic Requests — NETL Procedure 440.1-01.45, Ergonomics Program, includes the policy on ergonomics workplace evaluation and corrective action in office and industrial settings to adjust work stations and practices to reduce the risk of cumulative trauma disorders. ES&H ergonomic evaluators are available to address corrections to workplace cumulative trauma risks through small, mobile equipment additions, software, small furnishings, computer accessories, etc., for these particular office space requests.
- (10) Moves or Termination Clean Out — When a federal or contractor employee moves or terminates, the division director or contractor supervisor will be responsible for ensuring that the employee removes or transfers his/her record material to another employee or to the archives, discards all unwanted papers and booklets, empties files and desk/credenza drawers, removes all personal belongings, and properly excesses any broken or poor condition furniture before terminating. The office should be left in good, clean condition for the next occupant. “Space Management (PTS/Office Clean Out)” has been added to the required employee separation clearance sheet to ensure the person has been entered into PTS, that they either transfer existing files to others or purge all papers, remove personal belongings, and leave the office in clean condition before the clearance form is signed by the site space manager.

b. Process to Acquire Office Space

- (1) PTS Entry — The supervisor Site Operations Division and/or other management designee will make every effort to inform the union president of any proposed moves prior to the official notification of said moves and will seek input and/or suggestions on the proposed move. The responsible office manager (OM) of the

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employee's duty site will enter the request for space into the PTS, specifying the need for telephone/voice mail, computer/LAN account, and all other pertinent information. This information will be given to the OM by the division director or contractor supervisor. To avoid duplicate entries, the federal OM will enter data for federal employees; the contractor OM will enter data for contractor employees. The information should be entered at least 2 weeks in advance to allow adequate time for appropriate approvals and services coordination to take place.

- (2) Approval/Union Review — The site space manager shall review and approve all proposed requests for space in the PTS. If the requests are not in accordance with the NETL space management order and/or procedure, the site space manager will recommend alternative proposals with the division director or supervisor until mutual agreement is reached. If the request meets the space policy criteria and mutual agreement is met, the site space manager will e-mail the labor management relations specialist, Human Resources Division, of the proposed new hire placement or move location, who will notify the relevant union building steward for concurrence preferably within 5 working days. If the union steward feels the bargaining unit employee is dissatisfied with the new office location, further discussions will commence until all parties and the supervisor are in agreement to proceed with the move. (NOTE: It is imperative that these negotiations do not prolong moves which would impede scheduled construction projects.)
- (3) Routing — After all criteria is met and parties satisfied, the site space manager will approve the PTS entry and proceed with the move. The appropriate information will be routed for next approvals through PTS to the InfoDesk, security, and property. Then, notification will be routed by the PTS to all other parties that have a “need to know” for the accountability of an employee.
- (4) Move Date — The site space manager will coordinate the actual move date and/or sequence for multiple moves which will be e-mailed to all personnel who are moving, the supervisors, InfoDesk, movers, security, and the mail center. An alternate move date will be arranged in the event an employee's schedule conflicts which would not allow sufficient time to pack beyond the 5 work days prior to the scheduled move.
- (5) Office Furniture — Employees are to inherit the furniture in their new location with the exception of ADA and ergonomic furniture or accessories which will be moved with the employee. Any new furniture or multiple file cabinets must be approved by the site space manager prior to purchasing as these items alter areas of space. These items must be ordered from the property pool with reimbursement to property. Requested furniture items not in the pool will be ordered through the property office to ensure all offices are furnished with standardized furniture. Requests for new ergonomic furniture or accessories are handled by the ESS&H Division.

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- (6) Furniture Movement — A work order is required, NETL Form 430.4-2, Facility/Project Work Request, to have furniture or computers moved by the contractor at least 1 week in advance of the approved move date. All property numbers must be included, when available, identifying property to be moved, excessed, or new pick up. Employees are not permitted to move furniture, computer equipment, or filing cabinets into vacant areas without approval from the site space manager. Furniture will only be moved by the site support contractor movers with an approved facility work request by the site space manager.
- (7) Services Coordination — The PTS requestor can propose a move date; however, the site space manager must coordinate the actual date when the telephone, computer, furniture, and boxes will be moved allowing a 1-week notice. This also allows ample time for the employee to pack their belongings for the move and coordination of all resource services so the customer has minimal disruption on the move date. For construction-related group moves, the space manager will coordinate the move date and provide that to the pertinent office manager for entering into the PTS.

c. Process to Terminate Office Space

- (1) PTS Entry — The appropriate site office manager will use the PTS when any employee terminates employment from NETL. Information shall be entered within 2 weeks of the employee's separation from the site to ensure proper clearance protocol has been completed. The InfoDesk will have the PC, telephone, and LAN service terminated. The separating employee must complete NETL Form 320.1-9, Employee Separation Clearance (available electronically), and obtain the signature from the site space manager to ensure the office is properly cleaned and in acceptable condition for the next occupant. The terminating employee's supervisor shall be responsible for ensuring this is accomplished before the employee exits the site. In the case of students, the appropriate sponsor(s) will be held responsible for having the student(s) clean out their working area and entering them into the PTS as terminated.

4. **RESPONSIBILITIES**

a. Site Space Manager

- (1) Maintain a continual surveillance of space at NETL to determine the optimum efficient use of space and office modifications.
- (2) Review and approve all space requests through the PTS.
- (3) Monitor and review all underutilized areas of space at NETL and make recommendations for better use of these areas.

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- (4) Sign off on all employee separation clearance sheets when federal and contractor personnel terminate employment with NETL to ensure the termination has been entered into the PTS; and that the employee has cleaned the office area of all personal belongings, reference materials, and papers before leaving the site.

b. Selective Placement or ADA Coordinator

- (1) Review all requests for space requiring special needs or reasonable accommodations as referred by the site space manager.

c. Director, Site Operations Division

- (1) Review and make final determinations in cases where requested space necessitates structural alterations.

5. **TRAINING**

There are no special training requirements for this procedure. However, office managers who are not familiar with the PTS should contact the InfoDesk with any questions or for assistance with the data entry.

6. **RECORD CONTROL**

- a. The PTS shall have an automated archival system retaining only the last entry in the system of each employee for tracking and accountability.
- b. The labor management relations specialist shall retain union building steward approvals and negotiation records for proposed office space of bargaining unit employees.
- c. The selective placement or ADA coordinator shall retain all pertinent documentation relative to employee placement for special needs or reasonable accommodations.
- d. The site space manager shall provide updates of all as-built floor plans as office space is occupied or vacated to the drafting department for current postings on the Intranet.

7. **REQUIREMENTS**

- a. GSA Federal Property Management Regulations (FPMR), Subpart 101-17.3, "Space Standards, Criteria, and Guidelines."
- b. NETL Order 570.1, [Space Management Program](#).

8. **REFERENCES**

- a. NETL Procedure 440.1-01.45, [Ergonomics Program](#).

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9. **DEFINITIONS**

- a. **NETL Space** — Any occupied and/or unoccupied square footage throughout all facility buildings encompassing the acreage boundaries at each NETL site.

- b. **PTS** — Personnel tracking system database is used to initiate space requests for new hires, personnel moves, temporary relocations due to construction, termination of office space, and contractor company or employee name changes. The system initiates telephone and computer service, provides notification to security for the issuance of keys and badges, provides notification to property for tracking purposes, and it provides notification to the medical staff and others who have a “need-to-know” in employee accountability.

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10. **REVISION HISTORY**

| VERSION | DATE | SUMMARY OF CHANGES |
|--------------|---------|--|
| Original | 8/28/03 | To establish requirements, responsibilities, procedures, and process for requesting and assigning office space for new hires, generalized moves, reorganizations, storage areas, miscellaneous space usage, and terminating employee office space at the National Energy Technology Laboratory (NETL). |
| A | 2/28/07 | Organizational titles and references were updated and the procedure was placed into the new directives format. |
| 570.1-00.01B | 2/1/13 | The procedure owner and approving official were updated; no other changes were made. |

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