

FEB 04 2000

TO: Executive Officers, NIH
FROM: Space Recommendation Board
SUBJECT: Revised Criteria for Building 31 Occupancy

This is follow up to the presentation given by Mr. Stephen A. Ficca, Associate Director for Research Services, regarding space at the September 28, 1999, Executive Officers' meeting. As announced at this meeting, the demand for laboratory space on campus for new and expanding NIH intramural programs has forced us to re-examine the existing "Criteria for Building 31 Occupancy". While the foundation of this document is still appropriate, the increased requirement to house intramural administrative functions to free up laboratory space requires that the criteria, priority order, and definition of core staff be modified. Three ICs were randomly selected to provide comments on the revised criteria, and their feedback has been incorporated. As a result, minor modifications to the "Criteria for Building 31 Occupancy" have been completed. A summary of the changes is as follows:

- The definition of the core staff has been modified to include consideration of space requests for Intramural Research Program Directors and Administrative Staff. These space requests will be evaluated on a case-by-case basis. However, laboratory space must be created in order for space to be provided in Building 31.
- The category for Extramural Programs has been eliminated. Space requests will be considered on a case-by-case basis as an exception to the criteria.
- The OD Administrative Activities category has been consolidated under the NIH Office of the Director Programs. In addition, OD programs will be located in Building 31 only when space is not available in office buildings dedicated to OD functions, such as Buildings 1 and 2.
- Developmental Programs have been eliminated due to the demand for higher priority programs requiring space in Building 31. ICs that require small developing programs to be temporarily housed in Building 31 must accommodate them within their own allocation of space.

The Space Recommendation Board also approved the standard utilization rate (UR) for administrative space both on and off-campus. The UR for administrative space on-campus is 160 sq. ft. per person and 190 sq. ft. for off-campus. For Building 31, this has resulted in an increase of the UR from 135 to 160 sq. ft. Both the on and off-campus standard UR's include primary office space, reception, circulation space, and special space, i.e., conference rooms, processing areas, high density files, kitchens, etc.

As a result of these changes, the existing programs in Building 31 will be examined and an evaluation of utilization rates (UR) in Building 31 will be done using the data from the FY 99 census report and recently verified floor plan data. Those ICs With UR's greater than 180 will be identified and will be required to provide justifications to retain space that exceeds the standard.

The "Revised Criteria for Building 31 Occupancy" is effective as of January 1, 2000. If you have any questions, please contact Mr. Gerald Hines, Chief, Real Estate Management Branch, DSFM on 20878.

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Deputy Director for Management

Stephen A. Ficca /s/
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Deputy Director for Intramural Research

Attachment

CRITERIA FOR BUILDING 31 OCCUPANCY
LISTED IN PRIORITY ORDER January 2000

¾ IC Director's Core Staff (see definition-page 2)

¾ NIH Office of the Director (OD) Programs

Activities created and/or established by the NIH Office of the Director to support the director's initiatives, develop policy and procedures, requires frequent interaction with the NIH leadership.

Programs that operate based on established policy that provide advice and assistance to the NIH OD and are responsible for providing administrative services to ICs and other functions NIH-side. NIH OD programs will only be located in Building 31 when space is not available in office buildings dedicated to OD functions, such as Buildings 1 and 2.

¾ IC Program Related Activities

Programs established to support the IC's mission/function by providing advice, consultation, and guidance to the IC Director on intramural, extramural and international activities.

¾ Campus Support Services

Activities that have direct responsibility for providing support services for NIH-wide programs and facilities.

¾ Epidemiology Programs

CORE STAFF DEFINED WITHIN AN IC - January 2000

- Immediate Office of the Director

Director, immediate staff, including the IC's Principal Deputy Director, Special Assistants and Clerical staff.

- EEO Coordinator

Manager/coordinator

- Office of Administrative Management

Executive Office

- Human Resource Management
- Budget Office
- Office of Communications and Public Liaison
- Planning Office

Office of Planning and Evaluation (may include legislative and program analysis, and management information systems staff)

- Other

Space for other programs such as, but not limited to, Deputy Directors (other than Principal IC Deputy Director), Information Technology, etc., will be considered on a case-by-case basis.

Space requests for Intramural Research Program Directors and Administrative staff will be evaluated on a case-by-case basis, however, laboratory space must be created for space to be provided in Building 31.

Space requests for Extramural Programs will be considered on a case-by-case basis and would be considered only as an exception to the policy that extramural programs are to be located in either Building 45 or in off-campus sites.