

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

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| MD 13.2 | FACILITY MANAGEMENT | DT-12-07 |
| <i>Volume 13:</i> | Transportation, Facilities, and Property | |
| <i>Approved By:</i> | Cynthia A. Carpenter Director, Office of Administration | |
| <i>Date Approved:</i> | September 25, 2012 | |
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| <i>Issuing Office:</i> | Office of Administration Division of Facilities and Security | |
| <i>Contact Name:</i> | Ian Fisher 301-415-6528 | |
| EXECUTIVE SUMMARY | | |
| <p>Directive and Handbook 13.2 have been revised as part of an ongoing effort to improve the agency's Management Directives (MD) program. This revision updates the MD to comply with the most current policies, standards, and procedures, including Executive Orders 13423, 13514, and 13576 on sustainability performance.</p> | | |

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to provide efficient and effective operation and maintenance of NRC-controlled real property and to comply with provisions in the Federal Management Regulation (FMR) and other Federal regulations and laws pertaining to the sustainability, operation, maintenance, repair, alteration, and administration of buildings and grounds.

II. OBJECTIVES

- Manage NRC facilities under the Delegation of Authority Agreements from the General Services Administration (GSA) to the NRC, dated February 20, 1987; December 16, 1992; June 24, 1994; August 18, 2003; and January 24, 2012, as amended. These agreements transfer facility management and rental agreement oversight responsibilities for designated facilities occupied by NRC.
- Centrally control and manage space at headquarters and make decisions on space usage and allocation for the agency.
- Provide interagency liaison with GSA for space acquisition and to ensure that those facilities occupied by NRC and managed by GSA receive client services under the FMR and all applicable rental agreements.
- Manage the use of consumable resources (utilities), green and bio-based products in accordance with Executive Order (EO) 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” EO 13514, “Federal Leadership in Environmental, Energy, and Economic Performance,” and EO 13576, “Delivering an Efficient, Effective, and Accountable Government.”

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Commission

Approves the naming and dedication of NRC rooms and exterior spaces.

B. Executive Director for Operations (EDO)

Approves agencywide policies and goals to ensure that NRC-occupied facilities are maintained under all applicable laws and regulations.

C. Deputy Executive Director for Corporate Management (DEDCM)

Establishes agencywide policies and goals to ensure NRC-occupied facilities are maintained under all applicable laws and regulations, established space standards are adhered to, and space is used to its maximum efficiency.

D. Director, Office of Administration (ADM)

1. Manages NRC facilities management programs.
2. Serves as NRC's designated representative for the authorities delegated from GSA to NRC and other issues related to facility management.
3. Approves the assignment of space for all headquarters, regional offices and TTC programs.
4. Establishes office space standards that are used to determine space allocations for headquarters, regional offices, TTC and contractors.
5. Serves as the agency Senior Sustainability Officer.

E. Regional Administrators

1. Implement facility management policies and procedures in their regions to ensure compliance with applicable laws and regulations.
2. Serve as the NRC liaison official in their regions on State, county, and local issues regarding facility management programs.
3. Ensure that the landlord delivers facility management services for NRC-occupied buildings in accordance with the terms of the rental agreement.
4. Submit requests for additional or replacement space to the Director of ADM for review and approval to ensure that these requests comply with NRC's space allocation standards.

F. Associate Director, Space Planning and Consolidation (ADSC), ADM

1. Provides recommendations to the Director of ADM regarding requests from regional offices and TTC for additional or replacement space acquisition or disposition, manages agency real property leases, and serves as the primary point of contact with GSA for all matters regarding space acquisition or disposition.
2. Assigns and reallocates space for offices at headquarters to satisfy programmatic requirements.
3. Reviews requests for space from offices and makes recommendations to the Director of ADM regarding the assignment of space.
4. Manages the refurbishment of existing common area, office and other use space and constructs new space as required for NRC headquarters.

G. Director, Division of Facilities and Security (DFS), ADM

1. Ensures that NRC's facilities management program is in compliance with all laws and regulations that apply and provides guidance to regional offices regarding space management policy and regulation.
2. Approves budget plans for the facilities management program at NRC headquarters.
3. Serves as the primary contact with GSA headquarters and other Federal agencies for all facilities-related issues.
4. Centrally manages and controls all NRC-assigned space and office use policy.
5. Provides resources and coordinates the agency's annual response to and compliance with EO 13423, EO 13514, and EO 13576.

IV. APPLICABILITY

The policy and guidance in this directive and handbook apply to all NRC employees.

V. HANDBOOK

Handbook 13.2 contains information and guidelines for the policies and procedures related to agencywide space and buildings' acquisition and use.

VI. REFERENCES***Code of Federal Regulations—***

36 CFR Part 1191, "Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines."

41 CFR Chapter 101, "Federal Property Management Regulation," Subchapter D, "Public Buildings and Space."

41 CFR Part 102-73, "Real Estate Acquisition."

41 CFR Part 102-74, "Facility Management."

41 CFR Part 102-76, "Design and Construction."

41 CFR Part 102-79, "Assignment and Utilization of Space."

41 CFR Part 102-85, "Pricing Policy for Occupancy in GSA Space."

48 CFR 23.2, "Energy and Water Efficiency and Renewable Energy."

Executive Orders

13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 24, 2007.

13514, "Federal Leadership in Environmental, Energy, and Economic Performance," October 5, 2009.

13576, "Delivering an Efficient, Effective, and Accountable Government," June 13, 2011.

Nuclear Regulatory Commission Documents

Continuity of Operations (COOP) Plan, November 2011, available in SharePoint at <http://portal.nrc.gov/edo/nsir/DPR/IR/COOP/Shared%20Documents/Forms/AllItems.aspx> (ML110620540).

Delegation of Authority and Interagency Agreement By and Between the U.S. General Services Administration and the U.S. Nuclear Regulatory Commission, as amended, to include One White Flint North, as a single delegation agreement, January 24, 2012, ADAMS Accession No. ML120100115.

Guidance on NRC Electronics Display:
<http://www.internal.nrc.gov/ADM/avmultimedia/electronicdisplays.html>.

Occupant Emergency Plan (OEP) Web Site for NRC Headquarters and the Regional Offices: <http://www.internal.nrc.gov/security.html>.

Management Directive—

6.2, "Continuity of Government and Continuity of Operations Programs."

10.130, "Safety and Health Program Under the Occupational Safety and Health Act."

12.1, "NRC Facility Security Program."

NRC Strategic Sustainability Performance Plan [also known as the NRC sustainability plan], October 2010 (ML102861743).

Other Documents

American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standards and Guidelines, available at the ASHRAE Web site
<http://www.ashrae.org/standards-research--technology>.

Instructions for Implementing Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," March 29, 2007, available at http://www.epa.gov/oaintrnt/documents/eo13423_instructions_508.pdf.

United States Code

The Architectural Barriers Act of 1968, as amended, (42 U.S.C. 4151 et seq.).

Americans With Disabilities Act of 1990, as amended, (42 U.S.C. 12101 et seq.).

Department of Energy Organization Act, Title III, "Transfer of Functions," August 1977 (Pub. L. 95-91).

The Energy Policy Act of 2005, (Pub. L. 109-58).

Energy Independence and Security Act of 2007 (EISA), (Pub. L. 110-140).

Federal Energy Management Improvement Act of 1988 amended April 08, 2011 (Pub. L. 100-615).

Federal Property and Administrative Services Act of 1949, as amended, (40 U.S.C. 471).

National Energy Conservation Policy Act of 1978, as amended (42 USC § 8251 et seq.).

Public Buildings Act of 1959, as amended (Pub. L. 86-249).

The Rehabilitation Act of 1973, as amended through January 7, 2009, Sections 502, 506, and 507 (29 U.S.C. 792, 794(b) and (c)).

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I. BUILDING MANAGEMENT

A. Operation and Maintenance

1. The General Services Administration (GSA) transferred to NRC the facility management responsibilities for two of the real properties that NRC occupies. The Division of Facilities and Security (DFS), Office of Administration (ADM), in Rockville, MD, through the development and implementation of plans and programs, ensures that NRC-occupied facilities are effectively managed to support the mission of the agency. These responsibilities include the day-to-day operation and management of the White Flint Headquarters complex; administration of the lease of the NRC Warehouse and other NRC facilities owned or leased through GSA; functions including space planning, acquisition, and alteration; operation and maintenance of mechanical, electrical, and fire protection systems; and janitorial services and ground maintenance.
2. The White Flint complex comprises approximately 1,000,000 gross square feet of office space. Special support facilities include computer rooms, the Operations Center, hearing rooms, a print shop, cafeterias, facilities with unique service requirements (e.g., the fitness center and the child care center), and three garages.
3. DFS manages all aspects of the day-to-day operations of the White Flint complex. These operations are carried out by the NRC's six commercial facilities management contractors. They include building operations services, building maintenance services, custodial services, elevator operations and repair, landscaping, and snow removal.
4. The White Flint complex contains equipment for all critical areas, including heating, ventilation, and air conditioning (HVAC); elevators; environmental controls; fire alarms; and emergency notification systems. In managing the White Flint complex, DFS establishes and implements programs for the following:
 - (a) Preventive maintenance. Operating equipment is serviced periodically to avoid shutdown or malfunction of critical equipment and to maintain its operating efficiency.
 - (b) Routine and emergency building repairs. These repairs safeguard NRC property against deterioration and ensure the health and safety of NRC employees.
 - (c) Cleaning and janitorial services. These services are provided inside and outside the complex to maintain a clean and attractive workplace.
 - (d) Trash and snow removal. These services ensure clean and safe conditions in the work environment.

- (e) Pest control. NRC-occupied buildings are inspected regularly and addressed as needed to eliminate pest and insect infestation.
- (f) Grounds maintenance. NRC property is maintained to provide an attractive site.
- (g) The FIXIT program. This program allows employees to report building problems directly to the onsite contractors. Building service problems include spills, overflowing sinks, stopped up toilets, lights out, power outages, and air temperature control.

B. Environmental Health and Safety

The following plans and procedures facilitate a safe and healthy work environment for headquarters employees.

1. Occupant Emergency Plan

- (a) The Occupant Emergency Plan (OEP) contains the procedures for responding to building emergencies and for safely evacuating occupants from the buildings during emergencies. It details the duties of officials responsible for implementing the procedures. The types of emergencies covered by the plan include fires, bomb threats, natural disasters, demonstrations, enemy attacks, high winds, electrical power outages, hazardous spills, and any other condition that could harm or threaten the occupants of the White Flint complex and other NRC facilities. Periodic evacuation drills are conducted to ensure that employees and members of the evacuation team are kept current on procedures.
- (b) For more information, see the OEP Web Site for NRC headquarters, the regional offices, and the Technical Training Center (TTC) at <http://www.internal.nrc.gov/security.html>, the Continuity of Operations (COOP) Plan (ML110620540), Management Directive (MD) 6.2, "Continuity of Government and Continuity of Operations Programs," and MD 12.1, "NRC Facility Security Program."

2. Quality Assurance and Systems Monitoring

Random quality assurance and quality control inspections ensure a high level of dependability of building systems and physical conditions. They also provide information regarding the effectiveness of specific operations and maintenance activities.

3. Annual Building Safety Inspection Program

The NRC Safety and Health Manager, in conjunction with a union representative, conducts an annual inspection of the NRC headquarters, the regional offices, and TTC to verify that the buildings comply with applicable standards and to identify problem areas. The findings from the inspection, as well as recommendations, are

compiled into an annual report. In response to the findings and recommendations of this report, ADM prepares a corrective action plan to address each safety problem identified in the report. See MD 10.130, "Safety and Health Program Under the Occupational Safety and Health Act."

4. Air and Water Quality Testing

The NRC Safety and Health Manager tests, as needed, to ensure that air and water quality complies with GSA standards. Testing may include, but is not limited to: testing for lead in potable water outlets, testing for the presence of radon, testing for hazardous materials, testing indoor air quality based on tenant complaints, etc. Temperature and humidity also are tested as needed to ensure general comfort and compliance with Federal guidelines and the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) recommendations for the conservation of energy. The building temperature is generally set between 74°F and 78°F for summer cooling and between 68° and 76°F for winter heating.

5. Lighting and Acoustics Testing

Lighting and noise levels are tested on an as-needed basis to ensure acceptability in and around employee workstations.

C. Sustainability, Greenhouse Gas, and Energy Management

1. As a part of NRC Strategic Sustainability Performance Plan, also known as the sustainability plan (ML102861743), the NRC seeks to maximize the many economic, environmental, and societal benefits provided by conservation, waste prevention, greenhouse gas (GHG) emission reductions, recycling, and the purchase of environmentally preferable products.
2. The NRC is required to reduce electricity consumption, reduce consumption of fossil fuels, and lower the volume of landfill waste through increased renewable energy sources, water reuse, and use of telework and video teleconference, if possible. For example, the agency has committed to reduce the amount of GHG produced by our operation to 4.4 percent by FY 2020.
3. The agencywide sustainability plan is managed by the Facility Management Branch (FMB), DFS, ADM. FMB ensures sustainable building operations that include—
 - (a) increased electrical efficiency,
 - (b) the procurement and use of bio-based and recycled products,
 - (c) reuse of Government-owned assets,
 - (d) recycling,

- (e) waste-to-landfill avoidance, and
- (f) the reduction of water consumption.

D. Posting of Notices and Flyers

1. The NRC strives to maintain a safe and professional appearance throughout its facility for staff and visitors. To achieve this goal, no notices, flyers, or announcements shall be placed on easels, doors, or walls in the main lobby areas of any of the buildings. There are electronic bulletin boards in each of the buildings which are used to inform staff and visitors of upcoming and current events. Instructions on how to use these bulletin boards can be found at the following Web site: <http://www.internal.nrc.gov/ADM/avmultimedia/electronicdisplays.html>.
2. Posters or announcements on easels may be used on individual floors throughout the buildings provided the easels are placed so as not to create a safety hazard for employees and visitors.

II. SPACE MANAGEMENT

A. Space Acquisition, Allocation, and Release

1. The Space Design Branch (SDB), Directorate for Space Planning and Consolidation (ADSC), ADM, provides space plans to meet the functional needs of NRC organizations and employees and ensure that all health and safety code requirements are accommodated. Space is acquired and released through the GSA in accordance with the provisions of the Federal Management Regulation (FMR). An organization's space allocation is determined by a space requirements analysis. The standards for allocating space in the agency include an employee's grade and position and an organization's special requirements for conference rooms, central locations for files, and computer rooms.
2. The FMR provides specific guidelines for Federal and federally funded facilities. The FMR includes the Architectural Barriers Act (ABA) issued May 6, 2007, for facility accessibility by physically handicapped persons.

B. Space Planning Services

1. SDB provides a broad range of space-planning services for NRC, including—
 - (a) Assignment and use of office space,
 - (b) Design service to support changes to office space, and
 - (c) Development, coordination, and implementation of construction projects.

2. Space planning services may be requested by submitting an NRC Form 30, "Request for Administrative Services," or by sending a memorandum to either the Director of ADM or the Associate Director of ADSC, ADM. SDB staff will meet with the requesting office and conduct a space requirements analysis to identify the office's space requirements. The analysis identifies the workstation needs for each person on the staff, based on NRC's established space standards, and the support space requirements for the organization (e.g., files, reception area, and special equipment to be accommodated). After the space analysis is completed, and the total space needs of the office are determined, space planning can be performed to allocate the assigned space to meet the needs of the office taking into consideration functional relationships and adjacencies.
3. SDB also provides the regional offices and TTC with support related to lease renewal, acquisition of additional space, office relocation, space design and construction.

C. Additional Space Requests

Requests for additional space are evaluated on a case-by-case basis using the results of the space requirements analysis and the functional needs of the organization. Reasons for requesting additional space or modification to existing space include reorganizations and accommodating special needs, such as task force groups.

D. Alterations and Repairs

1. Alterations and/or repairs to headquarters furniture or space may be requested on NRC Form 30. The justification must state the problem being addressed by the request and the manner in which the proposed alteration or repair will solve the problem.
2. An NRC organization may request an alteration for any of the following reasons:
 - (a) Improve space usage,
 - (b) Remove or abate recognized safety hazards,
 - (c) Accommodate special equipment or systems,
 - (d) Accommodate the reorganization or relocation of organizational units, and
 - (e) Provide reasonable accommodations for employees with disabilities.
3. The requester should submit the completed NRC Form 30 to SDB. SDB staff will provide a cost estimate and other information, including preliminary drawings and specifications. Both the requester's and SDB management must provide final review and approval before construction begins.

E. Process for Naming and Dedication of NRC Rooms

1. Purpose and Scope

- (a) The purpose of this process is to provide guidance to NRC staff on the authority, criteria, and procedures for the naming and dedication of NRC rooms and exterior spaces in recognition of deceased former NRC employees. This process does not include the naming of federally leased or owned buildings. Naming a Federal building requires congressional approval.
- (b) This directive and handbook, the Federal Management Regulation (FMR), and other Federal regulations and laws provide additional guidance on Federal buildings and space management issues. NRC has the authority to manage NRC facilities under the delegation of authority agreements from the General Services Administration (GSA) to NRC, dated February 20, 1987, December 16, 1992, June 24, 1994, August 18, 2003, and January 24, 2012, as amended. These agreements transfer facility management and rental agreement oversight responsibilities for designated facilities occupied by NRC.

2. Definitions

The following definitions apply to the criteria:

- (a) The NRC Commission is the NRC Chairman and the Commissioners.
- (b) NRC room is a room (e.g., auditorium, hearing room, conference room, exhibit area) or exterior space (e.g., childcare playground, plaza area).
- (c) Recognition of a person is the naming of a room or exterior space to honor a person for extraordinary career contributions to NRC.

3. Criteria

- (a) NRC Commission has the sole authority to approve the naming of NRC rooms and exterior spaces. No memorial or plaque recognizing any person will be erected in any room or exterior space without the prior written approval of the NRC Commission.
- (b) Rooms and exterior spaces may be named in recognition of a deceased person who has made extraordinary career contributions to NRC and meets the following minimum criteria:
 - (i) Ten or more years of service as an NRC employee or 7 or more years as member of the NRC Commission,
 - (ii) Made extraordinary career contributions to NRC,
 - (iii) Personal character befitting such an honor of special recognition, and
 - (iv) Deceased for at least 3 years.

- (c) The naming will not be based on monetary gifts or political considerations.
- (d) The NRC organization, the deceased person's family, and others affected by the proposed name will be fully consulted during the consideration of a proposal to name a room or exterior space.
- (e) No commitment or announcement for naming will be made before the NRC Commission approves the naming.
- (f) The complete legal name of the person being recognized must be used (e.g., John William Jones). Nicknames and initials must not be used. The last name of the person honored may be used in referring informally to the room.
- (g) In addition to the person's full name, the commemoration plaque should include, as appropriate, a brief inscription describing the person's contribution to NRC and the time of service to NRC.
- (h) Plaque materials, letter type and technique, color, finish, graphic layout, size, and spacing must be uniform and conform with the GSA guidelines for signs in the building.
- (i) Function will be included in the name of a room whenever feasible and appropriate (e.g., The John William Jones Auditorium).
- (j) After a room is named for a person, it will not subsequently be renamed unless a compelling reason exists. The proposal to rename a room must include a strong justification and undergo the procedures outlined in this process.

4. Procedures

- (a) Proposals for naming NRC rooms and exterior spaces in recognition of a person who has made extraordinary career contributions to NRC may be submitted by any NRC employee at any time through his or her management chain in writing to the Director of ADM.
- (b) The nomination should include a one-page merit-based justification addressing the criteria contained in this process (Section II.E.3, "Criteria," of this handbook), as well as relevant supporting documentation and a description of the consultative process followed when preparing the nomination.
- (c) The Director of ADM will review and assess proposals for naming NRC rooms and exterior spaces in recognition of persons.
- (d) The Director of ADM will ensure that the eminence, reputation, character, and integrity of the person is carefully researched and validated.
- (e) The Director of ADM will ensure that NRC organization heads and others affected by the proposed name (i.e., the family of the deceased person) are fully

consulted in the process of developing a final recommendation package for the NRC Commission's consideration.

- (f) The Director of ADM will make a recommendation to the Deputy Executive Director for Corporate Management (DEDCM) and in turn to the Executive Director for Operations (EDO). If the EDO endorses the recommendation, the EDO will present it to the NRC Commission for approval, along with supporting documentation.
- (g) The NRC Chairman will sign a memorandum on behalf of the NRC Commission officially approving or disapproving the naming.
- (h) If approved, appropriate communication on the naming will be made before the installation of the plaque, for example, an agency announcement, a press release, and so on.
- (i) The room-naming proposal package, with background documents and the memorandum of approval/disapproval signed by the NRC Chairman on behalf of the Commission, will be maintained by ADM as a historical record.
- (j) Nothing in this MD disallows the ability of the Commission to act on its own to name a room or exterior space within the NRC complex.