Office of Administration (MA-40)
Office of Management
Background Information December 8, 2008

Key Activities to Support the Mission: The Office of Administration provides a safe, healthy and environmentally responsible workplace for Headquarters employees at seven buildings throughout the Washington, DC-metropolitan area. This customer-oriented organization's services include HQ Emergency Response, support to the Office of the Secretary, HQ health and safety, special events support, foreign and domestic travel support, the Exchange Visitor Program, facilities and building operations, HQ executive fleet, mail, printing, photography, copiers, cafeterias, personal property management, and supplies.

Items of Significant Impact as of January 2009:

Headquarters Energy Saving Performance Contract (ESPC) – A reprogramming effort is currently underway to provide the funding required to commence an ESPC deliverable (with a private-sector energy services company) to provide lighting, chiller, steam and water conservation upgrades to the Forrestal and Germantown buildings. The upgrades will significantly support DOE's progress in meeting conservation, renewable and water goals as mandated in Executive Order 13423. In addition, the assets projected for installation under the ESPC will further our efforts to make the Forrestal Building a "model facility" for government buildings, and will serve to complement our recent accomplishments such as installation of the rooftop solar array, the designation as an Energy Star building and our leveraging of Alternatively Fueled Vehicles for the majority of the HQ fleet.

Designated Official for Headquarters Emergencies – A Secretarial delegation currently supports that the Director, Office of Administration shall serve as the incident commander/decision maker in emergencies impacting any of the Headquarters buildings. Potential responses to natural, technological or terrorist-type hazards are evacuations, shelter-in-place, relocations, employee release and/or recommendation to the Secretary to initiate Continuity of Operations (COOP). It is recommended that this delegation be renewed.

Press Room – Construction drawing design efforts are underway to design/build a new DOE press room on the ground floor of Forrestal; it will be a multifunctional room that can be used to support major Departmental press events or Secretarial video-conferences with field sites. Projected completion is Fall 2009.

Forrestal Cafeterias – Proposals are being sought thru GSA to upgrade the quality and selection of foods for our employees and visitors with a new service provider; projected completion is Spring 2009.

Space Management – Expanded staffing at Forrestal will require the use of external space to house certain program staff, including the Office of Intelligence and Loan

Guarantee Program; efforts are currently underway to relocate portions of Intelligence to Tysons Corner, VA. In addition, we are continuing to work with all program offices to meet their space requirement projections and to assist programs in more effectively utilizing the space holdings that they currently have.

Forrestal Sprinkler Project – This 5-year GSA funded project will conclude in May 2010, and only the 4th, 5th and 6th floors of the Forrestal North Building remain to be renovated. This project entails asbestos abatement and the installation of new office ceilings, lighting panels, air diffusers, alarms, and fire sprinkler systems. While specific office blocks are being renovated, employees are temporarily housed in GSA-leased space at 950 L'Enfant Plaza.

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