

AMENDMENT TO FISH AND WILDLIFE SERVICE MANUAL CHAPTERS 370 FW 1 AND 2

Series: Facility Management
Part 370: Space Management
Chapters 1 and 2: <i>Policy, Terms, Authorities, and Responsibilities for Space Management; and Acquisition of Leased Space</i> , both published May 30, 2024
Amendment Number: 1
Purpose: This amendment updates the leased space utilization rate to align with Department of the Interior Acquisition, Assistance, and Asset Policy 0049, Version 2 (DOI-AAAP-0049), Office Space Utilization Design Standard. The standard was changed from 180 to 150 usable square feet per person for compliance with the Utilizing Space Efficiently and Improving Technologies (USE IT) Act (Thomas R. Carper Water Resources Development Act of 2024, dated January 4, 2025; Section 2302 USE IT Act) and M-2025-25 , Implementation of the Utilizing Space Efficiently and Improving Technologies Act, dated April 21, 2025.
We are also making the following non-substantive revisions to improve 370 FW 1: <ul style="list-style-type: none">• Adding a sentence to the utilization rate definition to describe the standards for measuring usable square feet, for consistency with a similar description in 370 FW 2;• Adding a hyperlink to the Department’s <i>Space Management Handbook</i> (previously left off because the handbook was under revision, but the Department has not yet issued a revised handbook); and• Noting in both 370 FW 1 and 370 FW 2 that the policy refers to the “current” utilization rate.

Actions:

In Service Manual chapters 370 FW 1 and 2, for compliance with Federal law, change the “180 usable square feet” references to “150 usable square feet.” Also complete non-substantive updates. Specifically:

1. In 370 FW 1, change section 1.4GG from this:

GG. Utilization Rate (UR). The maximum utilization threshold for all Departmental bureaus when acquiring new or additional leased space, or when planning office space in Service-owned facilities. The utilization rate is currently 180 usable square feet per person, including all individual and shared space such as workstations, circulation, storage, and conference rooms. This excludes allowable exempt space as described in the Department’s *Space Management Handbook*.

To this:

GG. Utilization Rate (UR). The maximum utilization threshold for all Departmental bureaus when acquiring new or additional leased space, or when planning office space in Service-owned facilities. The current utilization rate is 150 usable square feet per person, including all individual and shared space such as workstations, circulation, storage, and conference rooms. This excludes allowable exempt space as described in the Department’s [Space Management Handbook](#). Usable square feet is measured using

American National Standards Institute (ANSI) and Building Owners and Managers Association (BOMA) standards.

2. In 370 FW 2, change section 2.10A from this:

2.10 What space planning standards are applied to achieve space management goals?

A. We must comply with, or be lower than, the Department's established standard Utilization Rate (UR) when acquiring or significantly renovating office space. The standard UR is 180 Usable Square Feet (USF) or less per person and is measured using American National Standards Institute (ANSI) and Building Owners and Managers Association (BOMA) standards. If the USF measurement is not available, see [DOI-AAAP-0049](#), Office Space Utilization Design Standard, for using rentable square feet for direct leases or gross square feet for Service-owned administrative space.

To this:

2.10 What space planning standards are applied to achieve space management goals?

A. We must comply with, or be lower than, the Department's established standard Utilization Rate (UR) when acquiring or significantly renovating office space. The current standard UR is 150 Usable Square Feet (USF) or less per person. USF is measured using American National Standards Institute (ANSI) and Building Owners and Managers Association (BOMA) standards. If the USF measurement is not available, see [DOI-AAAP-0049](#), Office Space Utilization Design Standard, for using rentable square feet for direct leases or gross square feet for Service-owned administrative space.

Brian R. Nesvik, Director, U.S. Fish and Wildlife Service, approved this document and authorized the undersigned to sign this document on April 10, 2026.

ACTING DEPUTY DIRECTOR