



FEMA

MEMORANDUM FOR: Administrator
Deputy Administrator
Chief of Staff
Chief Counsel
Associate Administrators
Deputy Administrator, Protection and National Preparedness
Administrator, U.S. Fire Administration
Assistant Administrators
Chief Financial Officer
Office Directors

FROM: Albert B. Sligh, Jr. *Memorandum for Mr. Sligh*
Associate Administrator *12 Mar 12*
Mission Support Bureau

SUBJECT: FEMA Space Study Survey

Based on the current and future austere budget environment, FEMA must continue to bolster its operational effectiveness by streamlining processes, consolidating efforts, and collaboratively working together to find efficiencies to meet our highest priority - mission readiness. An important initiative that will greatly contribute to achieving operational effectiveness and efficiencies is the reduction of real property spending. This involves identification and reduction of cost drivers, such as office space, including space optimization projects and alternative work strategies (e.g., telework, flexible work place options, etc.)

DHS has partnered with GSA and Gensler (a global design firm) on a project to assess flexible workplace options to promote efficiency and effectiveness of space layouts among its NCR Components. The goal is to support mission and meet the needs of a diverse workforce while reducing associated costs. A key aspect of this assessment is a standard online survey, slightly customized for DHS, to capture information about the workplace and work patterns, as well as how work is performed. GSA has used this instrument for over 12 years. The survey takes approximately 20-25 minutes to complete. The results will provide FEMA an opportunity to obtain input for future workspace planning, optimize space, and ensure effective support of mission goals and objectives.

Components have the option to survey all NCR employees or limit the survey to supervisors and managers. The Mission Support Bureau strongly recommends that employees and supervisors complete the survey to obtain accurate and usable results. The survey will remain open until 5 p.m. (EST) on Thursday, March 22, 2012.

After the survey is completed, interviews will be conducted during April 2012 to clarify and validate the results for use in implementing efficient workplace options to maximize the benefits associated with space optimization projects. Should you have any questions concerning the survey, please contact Gary L. Anderson at (202) 646-3898 or via email at Gary.Anderson3@fema.dhs.gov.

Attachments: Supervisor Survey
Employee Survey