United States Department of the Interior

BUREAU OF RECLAMATION
P.O. Box 25007
Denver, CO 80225-0007

AUG 14 2015

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VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition

From: Roseann Gonzales
Director, Policy and Administration

Subject: Bureau of Reclamation Real Property Efficiency Plan Update

In response to the May 21, 2015, memorandum on the updates to bureau's Real Property Efficiency Plans [Reduce the Footprint (RtF)], and in accordance with Office of Management and Budget Management Memorandum (No. 2015-01), Reclamation is submitting the Real Property Efficiency Plan (Plan) for fiscal years (FY) 2016 – 2020 (Attachment 1), Appendix A – Bureau of Reclamation Reduce the Footprint Spreadsheet (Attachment 2), and Appendix B – Bureau of Reclamation RTF Disposal Spreadsheet (Attachment 3). The update to the Plan addresses comments provided by the Department of the Interior and Reclamation personnel on Reclamation's draft Plan, particularly the inclusion of additional office and warehouse disposal targets. Based on the revised disposal targets, Reclamation has identified a 3.25 percent reduction for office and warehouse space over the period FY 2016 through FY 2020.

If you have questions, please contact Mr. Martin Bauer at 303-445-2719.

Attachments - 3

cc: Asset Management Associate Director, Office of Acquisition & Property Management,
Attn: Ed Awni
Asset Management Program Analyst, Office of Acquisition & Property Management,
Attn: Craig Lasser
Asset Management Space/Housing Manager, Office of Acquisition & Property Management
Attn: Michael Wright
(w/att to each)

RECLAMATION
Managing Water in the West

Bureau of Reclamation Real Property Efficiency Plan Reduce the Footprint Policy Implementation FY 2016-2020

U.S. Department of the Interior
Bureau of Reclamation
Policy and Administration
Denver, Colorado

August 2015

Mission Statements

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

Bureau of Reclamation manages, develops, and protects water and related resources in an environmentally and economically sound manner in the interest of the American public.

Approval of Real Property Efficiency Plan

Over the more than 100 years of its existence, the Bureau of Reclamation (Reclamation) has constructed water, power, and incidental (*e.g.*, recreation) facilities in the 17 Western States. Reclamation's inventory of assets includes 476 dams and dikes, creating 337 reservoirs with a total storage capacity of 245 million acre-feet of water, as well as associated buildings, quarters, and recreation sites. Reclamation is also the Nation's seventh largest power utility and second largest producer of hydroelectric power. The 53 hydroelectric power plants owned and operated by Reclamation provide an average of more than 40 million megawatt hours of energy each year.

With many of the owned facilities now averaging more than 50 years old, the aging infrastructure presents a challenge in increased maintenance and replacement requirements. Therefore, Reclamation's real property management includes a mix of preventative maintenance, preservations, replacement, life extension, General Services Administration space, direct leases, and monitoring strategies for co-locations, consolidation opportunities, and disposal of unneeded assets in order to maintain benefits to Reclamation's customers.

This Real Property Efficiency Plan has been developed to implement requirements in accordance with Section 3 of the Office of Management and Budget (OMB) Memorandum M-12-12, "Promoting Efficient Spending to Support Agency Operations" (May 11, 2012), OMB's March 25, 2015 Management Procedures Memorandum No. 2015-01, and the Department of the Interior's (Department) May 11, 2015, Reduce the Footprint Program Memorandum. Reclamation is committed to working towards the goals and strategies set forth by OMB and the Department.

As Reclamation's Senior Asset Management Officer and Chief Financial Officer, we approve the goals, strategies, and practices reflected in this Real Property Efficiency Plan, as Reclamation continues to improve upon the way space management is addressed, and will update this plan on an annual basis.

Roseann Gonzales Reclamation Senior Asset Management Officer	8/14/2015 Date
Grayford F. Payne Reclamation Chief Financial Officer	8/13/15 Date

Contents

Appendices

Acronyms and Abbreviations

AMP	Asset Management Plan
AMD	Asset Management Division
ARRA	American Recovery and Reinvestment Act
BLM	Bureau of Land Management
CFO	Chief Financial Officer
Department/DOI	U.S. Department of the Interior
DM	Department Manual
FBMS	Financial and Business Management System
FRPP	Federal Real Property Profile
FY	Fiscal Year (October 1 – September 30)
GSA	General Services Administration
LEED	Leadership in Energy and Environmental Design
MSO	Management Services Office
OA	Occupancy Agreement
OMB	Office of Management and Budget
O&M	Operations and Maintenance
Reclamation	Bureau of Reclamation
RD	Regional Director
SF	Square Feet
SAMO	Senior Asset Management Officer
SRBC	Space Request Business Case
SRPO	Senior Real Property Officer
V&V	Verification and Validation

I. Introduction

The Bureau of Reclamation (Reclamation) holds approximately 69 percent of the constructed assets (from a cost standpoint) of the Department of the Interior (Department). As such, our inventory of buildings, quarters, structures, and associated land constitutes an important piece of the Department's financial and property system. Current Replacement Value (CRV) for assets are updated annually based on construction cost indices or other engineering cost estimating techniques. As of December 2014, the CRV for all Reclamation assets currently in the Federal Real Property Profile (FRPP) is $99.2 billion.

Reclamation's Real Property Efficiency Plan supports Reclamation's overall water and power mission, as the largest wholesaler of water in the country. To successfully carry out the water and power mission, Reclamation continues to invest in repair and maintenance of facilities. Doing so ensures a healthy, safe, secure, and productive environment for our employees. Reclamation's mission drives space requirements, with the goal to ensure existing space and facilities can sustain present and future operations. Below is a summary of Reclamation's portfolio.

Table 1. Bureau of Reclamation Portfolio Summary for Office and Warehouse

	Direct Lease Space	Owned Space	GSA Provided Space	Total
FY12 SF	111,595	2,805,493	1,045,287	3,962,375
FY14 SF	71,628	2,924,919	1,012,543	4,009,090

The majority of the net increase was the result of additions that were in-progress during FY 2012 and completed after submission of the FY 2012 data. Reclamation continues to be proactive within the owned and leased space management program to fulfill mission needs and requirements, while ensuring economical assignment and utilization of space.

Approximately two-thirds of Reclamation's facilities are operated and maintained by operating entities responsible for the repayment of the project's construction costs. The Federal Government retains title to these facilities, referred to as transferred works; however, Operation and Maintenance (O&M) responsibilities have been transferred to the responsible operating entity. These transferred works facilities pose challenges for managing Reclamation's baseline, as transferred works operating entities fund all of the resources needed to support O&M of Reclamation facilities, which includes constructing and replacing buildings.

Since many of the operating entities perform duties on Reclamation owned land, the buildings that are needed for day to day operations are used and funded by Reclamation transferred works partners. Any buildings that are constructed in support of these operations, although funded and maintained by the operators, become Reclamation owned property and are included in Reclamation's baseline. Overall, the transfer of O&M responsibility is a cost savings to the Federal government, but as it relates to Reduce the Footprint, Reclamation relies on the operating entity's decision to construct new buildings in support of the O&M operations.

I.1.1.1 Authorities

Reclamation does not have an "organic act" and finds its authority in numerous Federal laws. The Federal Reclamation program was authorized by the Reclamation Act of 1902 to reclaim the desert lands of the Western United States by conserving and supplying irrigation water to make the land productive for establishing family-sized farms. Since that time, a growing population, a multifaceted economy, and competing uses for water in the West has led Congress to expand Reclamation's work through the authorization of multipurpose projects. Reclamation obtains its authorities through provisions of Federal general reclamation law, as well as project-specific authorities covering areas such as, but not limited to, constructing, managing, and repaying water facilities, as well as hydropower facilities.

II. Roles and Responsibilities

II.1 Senior Asset Management Officer (SAMO)

The Director, Policy and Administrations has been delegated the authority and designated as Reclamation's Senior Asset Management Officer as described in Reclamation's Asset Management Plan (255 Department Manual (DM) 2.1.F. and 255 DM 2.1.G.). For the purpose of this plan, any future changes to the footprint for owned or lease buildings must be certified and approved by the SAMO.

II.2 Chief Financial Officer (CFO)

The Chief Financial Officer (Deputy Commissioner, Policy, Administration, and Budget) and the Deputy Chief Financial Officer (Director, Management Services Office) have been delegated the authority to sign all documents related to the Chief Financial Officer's activities and programs (155 DM 3 and 6, 207 DM 5.1.B., and 330 DM 3.3). For the purpose of this plan, the CFO will work in collaboration with the SAMO to approve the goals, strategies, and practices reflected in the Real Property Efficiency Plan.

II.3 Internal Coordination (Owned, Leased and General Services Administration (GSA)-Provided Space)

Region and directorate offices shall coordinate space changes acquisitions within their area of control, to the fullest extent possible, to accommodate space needs and develop offsets for new space. When space needs exceed the ability of these offices to either accommodate or generate offsets for space acquisitions, or the office disposal targets are not met, recommended actions will be proposed to the Reclamation senior leadership by the requesting office for deliberation on decisions impacting space on the Reclamation-wide level. The senior leadership will detail the Reclamation-wide space impact, relying on information in the 5-Year Space Management Plans and Reclamation space portfolio. The conclusions by the senior leadership are to be used by the requesting office to develop the necessary documentation of the space change or disposal target disposition. The internal control process listed below will be implemented to further detail roles and responsibilities throughout the process. Reclamation will develop Directives and Standards on the Reduce the Footprint requirements.

III. Portfolio Status

III.1 Overall Reclamation Building Portfolio

In FY 2014, Reclamation's asset inventory accounted for 1,863 owned buildings totaling 5,024,653 SF, which includes 918 office/warehouses with a total of 2,924,919 square feet (SF) and total O&M cost of approximately $21.5 million. Reclamation direct leases for office and warehouse space represent 71,628 SF of Reclamation space with annual leasing costs of $1.7 million, inclusive of rent and O&M costs, as of FY 2014[1]. GSA Occupancy Agreements (OAs) represent 1,012,543 SF of Reclamation's space with costs of $18.5 million, inclusive of rent and O&M. Table 2 below shows a detail of FRPP owned buildings by building use type.

[1] It should be noted that Reclamation currently has nine direct leases for office and warehouse space and has been transitioning away from the use of direct leases when possible. Remote locations of Reclamation operations and other mission requirements have driven the need to procure commercial space.

Table 2. FY 2014 FRPP Owned Buildings

Building Use Type	No. of Buildings	Total Square Feet
Comfort Station/Restrooms	20	9,105
Communications Systems	20	12,311
Dormitories and Barracks	10	30,480
Family Housing	504	556,496
Industrial	50	215,643
Laboratories	14	43,662
Office	237	1,195,719
Other Institutional Uses	34	199,457
School	4	37,286
Service	241	880,992
Warehouses	681	1,729,200
All Other	48	114,302
Totals	**1,863**	**5,024,653**

The table below categorizes Reclamation's offices and warehouses and the associated square footage and O&M costs by reserved and transferred works, based on FY 2014 FRPP-reported data.

Table 3. FY 2014 FRPP-reported Owned Office and Warehouse by Reserved and Transferred Works

Building Use by Outgrant Indicator	Number of Owned Buildings	Sum of SF	Annual Costs (000's)
Office	**237**	**1,195,719**	**$14,240**
Reserved Total	91	699,822	$5,517
Transferred Total	146	495,897	$8,723
Warehouse	**681**	**1,729,200**	**$7,308**
Reserved Total	306	986,745	$4,151
Transferred Total	375	742,455	$3,157
Reported Total	**918**	**2,924,919**	**$21,548**

III.2 Status Relative to Freeze the Footprint Baseline Requirement

Reclamation’s initial baseline for owned and leased office and warehouse space is based on FY 2012 levels as reported in the FRPP and in the GSA Lease Inventory. Reclamation’s baseline of the asset inventory accounted for 979 office/warehouses with a total of 3,942,406 SF and total Operation & Maintenance (O&M) cost of approximately $38.5 million. Reclamation direct leases for office and warehouse space represented 111,595 SF of Reclamation space with annual leasing costs of $2.3 million, inclusive of rent and O&M costs, for FY 2012. GSA OAs represented 1,025,318 SF of Reclamation's space with costs of $16.5 million, inclusive of rent and O&M for FY 2012.

Reclamation has worked to manage its space through space consolidation and reduction of space when possible. Below is a table demonstrating the effort made on behalf Reclamation by space type:

Table 4: Reclamation Freeze the Footprint Space Performance by Fiscal Year[2]

	End of FY 12 (Baseline)			End of FY 13 (Actual)			End of FY 14 (Actual)			End of FY 15 (Projected)		
Description	No. of Assets or Leases/OA	Sum of SF*	Annual Costs (000's)	No. of Assets or Leases/OA	Sum of SF*	Annual Costs (000's)	No. of Assets or Leases/OA	Sum of SF*	Annual Costs (000's)	No. of Assets or Leases/OA	Sum of SF*	Annual Costs (000's)
Owned Office	234	1,148,020	$14,194	237	1,184,289	$13,606	237	1,195,719	$ 14,240	237	1,196,079	$ 14,639
Owned Warehouse	682	1,657,473	$ 5,420	683	1,729,961	$ 6,554	681	1,729,200	$ 7,308	681	1,675,061	$ 7,543
Direct Lease Office	11	104,195	$ 2,279	11	104,195	$ 2,017	8	64,228	$ 1,739	8	64,228	$ 1,339
Direct Lease Warehouse	2	7,400	$ 42	2	7,400	$ 45	2	7,400	$ 50	1	4,200	$ 41
GSA Office	40	868,650	$15,171	38	859,245	$15,767	39	860,086	$ 17,006	37	861,348	$ 17,159
GSA Warehouse	10	156,668	$ 1,349	9	152,946	$ 1,383	9	152,457	$ 1,462	11	156,461	$ 1,578
Total	979	3,942,406	$38,455	980	4,038,036	$39,372	976	4,009,090	$ 41,805	975	3,924,150	$ 42,299

Prior to the implementation of Freeze the Footprint, Reclamation had many construction projects that were in progress and not completed until after the FY 2012 baseline had been established. These new buildings were added once construction was complete, with no offsets, resulting in an initial increase of space in FY 2013. Reclamation was able to reduce space related to its direct and GSA-provided space through space consolidation and reductions. In addition, the internal controls implemented as part of the Freeze the Footprint program has allowed Reclamation to manage the baseline with the projected result of reducing overall space below the FY 2012 baseline at the end of FY 2015. Additional detail on offset and increases can be found in Appendix A – Reclamation RTF Spreadsheet.

[2] It should be noted that the baseline information GSA provided for GSA-Provided space in FY 2012 includes a discrepancy of 19,969 SF of additional space due to space re-measures and duplicate OAs reported in the baseline. Additionally, Reclamation added one owned office and two owned warehouses in FY 2013 due to changes in the predominant use type, adding 17,160 SF to office and warehouse space. The methodology GSA uses to track the baseline in the FRPP does not allow for inclusion of these three assets in the baseline, but they will be added and accounted for in the baseline starting in FY 2015.

IV. Reduction Targets

The opportunities for disposal are those assets listed in the FRPP ranked as "Not Mission Dependent." As assets are targeted for disposal, minimal funding is allocated to those assets. Reclamation will continue to work with GSA to identify and dispose of unneeded assets. Reclamation will continue to determine on a case-by-case-basis the most cost-effective method for disposing of unneeded assets now and into the future.

Challenges in meeting disposal targets for owned buildings identified below include age of assets, funding, length of disposal process, and changes in mission need.

Reclamation owns 918 office buildings and warehouses, of which 521 have been transferred to operating entities for O&M responsibility. With a few exceptions, the cost of maintaining those transferred facilities is funded directly by the operating entities with O&M responsibility. Since the costs of those facilities are not borne by Reclamation, they will not be included in the disposal targets. By excluding the transferred facilities, Reclamation's space to manage would be roughly 2,800,000 square feet, as outlined in the table below:

Table 5. Reclamation FY 2014 Baseline by Space Type Excluding Transferred Works

Building Use by Space Type	Number of Owned Buildings	Sum of SF	Annual Costs (000's)
Office	**138**	**1,624,136**	**24,262**
Owned - Reserved	91	699,822	$5,517
Direct Lease	8	64,228	$ 1,739
GSA Provided	39	860,086	$ 17,006
Warehouse	**317**	**1,146,602**	**5,663**
Owned - Reserved	306	986,745	$4,151
Direct Lease	2	7,400	$ 50
GSA Provided	9	152,457	$ 1,462
Reported Total	**455**	**2,770,738**	**$29,925**

As Reclamation assets continue to age, it becomes a challenge to dispose of assets as they go through the disposal process because some get designated as historically significant and can no longer be disposed without additional coordination with National and/or State historic preservation society, as appropriate. This has the potential to impact Reclamation's ability to meet the disposal targets in the future.

Projected disposals can change based on regional administrative and/or financial limitations. Although, it is beneficial to dispose of buildings to reduce future O&M obligations, the disposals often require a larger commitment of funding up front, which may not always be readily available. The funding of disposals is considered with other budgetary priorities.

The length of the disposal process presents a challenge in meeting the proposed disposal dates that are used to set the reduction targets. There are multiples steps within the process that may delay the progress towards actual disposal. It is unpredictable how long a disposal may take once it enters the process; the estimated date of disposal may need to be adjusted, which would impact planned accomplishment of the reduction targets.

Changes in mission need and newly authorized projects may impact the expansion of office and warehouse space. There will be a time in which the reductions will plateau and reductions will no longer be possible. Reclamation will continue to evaluate all space in relation to mission needs and reduce space when possible.

IV.1 Reduction Targets for Office and Warehouse Space

Disposals identified as offsets to maintain the FY 2012 baseline cannot deviate from plans approved through the Reclamation Business Case process. Targets are based on the most current information for realistic disposal plans for Reclamation-owned office and warehouse buildings, as validated by Reclamation’s regional offices. Through the Freeze the Footprint initiative, Reclamation made a strong effort to dispose and consolidate office and warehouse space. This effort is not displayed in the targets below because they will become a part of the new baseline. Additional reductions will take more coordination, which is reflected in disposals targets that will take place later in the five year timeframe. Table 6 identifies the domestic office and warehouse space reductions projected through FY 2020. This achieves a 3.25% reduction based on Reclamation’s entire owned office and warehouse portfolio in FY 2014. It should be noted that the projection to FY 2015 is subject to change as FY 2015 corrections are identified through data validation and verification efforts currently underway.

Table 6. Domestic Owned Office and Warehouse SF Reduction Targets FY16 – FY20

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total FY 2016-2020
Office Target (Net SF Reduction)	8,743	3,077	965	-	18,065	30,850
Warehouse Targets (Net SF Reduction)	45,665	5,859	11,934	21,135	13,330	97,923
						128,773 SF (3.25%)

Reclamation has worked to manage space under Freeze the Footprint which is not reflected in the reporting timeframe of this Plan. Business plans that were approved under Freeze the Footprint will show accomplishment in FY 2015. Many of our immediate space needs have been addressed through the process established under Freeze the Footprint and additional efforts need more development, coordination, and strategy as we move forward into Reduce the Footprint.

IV.2 Disposal Targets for Owned Buildings (Non-Office and Warehouse)

Table 6 below displays Reclamation targets for disposal for FY 2016-2020. Reclamation non-office and warehouse disposal targets include 65 buildings totaling 81,702 SF. A detailed list of these disposals can be found in Appendix B – Bureau of Reclamation RTF Disposal Spreadsheet.

Table 7. Disposal Targets for Owned Buildings (Non-Office and Warehouse) FY16- FY20

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Disposal Target (Net SF Reduction)	32,756	10,485	14,933	8,094	14,804
Disposal Target (# buildings)	20	11	15	7	12

Increasing the amount of disposals for non-office and warehouse buildings will take additional coordination for long term budgeting and planning. Disposal projects have to compete against limited budgets. Disposal targets reflect those owned buildings that have been identified and planned for disposal at this time.

IV.3 Maintenance of Freeze the Footprint Baseline

Reclamation ensures that facility acquisitions, lease renewals, and relocations are driven by mission-related needs. Reclamation strives to support mission and strategic goals and to promote full and appropriate utilization and disposal of unneeded assets in a cost-effective manner.

Owned Buildings

Although Reclamation has lengthened the service lives of its facilities through its preventive maintenance philosophy, these facilities are showing increased O&M needs due to aging. There is also an increasing need by both Reclamation and transferred works operating entities to invest in activities to sustain intended mission objectives. Resources will be applied such that mission essential assets are maintained, repaired, or replaced so as to minimize the risk of not achieving Reclamation's business objectives, such as RTF.

Direct Leases

Reclamation continues to be proactive in its leased and GSA-provided space management program to fulfill mission-related needs and requirements while ensuring economical assignments and utilization of space. Reclamation continues moving towards consolidation and transition from direct leased space into owned space. From FY 2012 and projected through the end of FY 2015, Reclamation has reduced direct leases by 43,167 SF through conversion to owned or GSA-provided space. Some of the remaining leases are in remote locations or have mission requirements to be co-located with other agencies.

GSA-Provided Space

Reclamation's footprint for GSA-provided space remains frozen at the FY 2012 level; however, the costs to occupy GSA space continue to increase. This cost increase is due to GSA applying the OMB inflation rate to the base year operating rent rates annually and space costs fluctuations based on the current local market rate. There is a timing issue with these GSA driven cost increases as the OMB inflation rate is applied based on the anniversary date of the OA agreement. The base year operating rent rates are reappraised every 5 years, as the OA 5-year term expires.[3] Reclamation will strive to offset GSA driven increases by reducing lease O&M costs. Such reductions can be achieved through downsizing space and energy conservation, implementing equipment recycling programs to reduce waste management costs, and reducing utility, janitorial, and security service costs.

[3] For a detailed description regarding leased space and GSA-provided space escalations, reference GSA's PBS Pricing Desk Guide, 4th Edition, dated April 5, 2010.

IV.4 Space Design Standard for Future Reductions

DOI has had a utilization space standard in place for many years. Based on the recognition that space costs continued to increase and erode mission capacity, DOI issued a policy in 2011 reducing the standard by 10% to 180 USF/person average maximum. The current space utilization standard will be the basis for a space design standard and additional guidance required through the RtF policy. The design standard will address the different methods of obtaining space (GSA provided, direct leased and owned), using a conversion factor to equate usable square feet to other standard measurements (e.g., rentable and gross). Guidance will identify space classified by usage to clarify which space is included or excluded in the office utilization calculation. These standards will be applied to all new space acquisitions and any space that is significantly modified. Variations from the standards will require mission justification and proposed offsets from other projects as part of the internal control space documentation. Interior will continue to analyze cost and utilization trends for the entire portfolio. Formal implementation of these policies will be by memorandum to all bureaus and eventually incorporation within the Space Management Handbook, associated with the Departmental Manual section on space management.

V. Compliance Internal Controls

This section represents Reclamation's implementation and compliance of the Reduce the Footprint program requirements. A Directive and Standard to support these internal controls is forthcoming.

V.1 Internal Approval Processes for all Space (Expansions/Transfers/Offsets)

All levels of management are responsible to ensure that annual reviews of all space needs to ensure compliance with Departmental and Reclamation space management policies and guidelines. The Bureau's Real Property Efficiency Plan and 5-Year Space Management Plans are leveraged in the annual review process. This review will include, but not be limited to, employee count and workload changes (i.e., mission related work/projects) that may impact space requirements. Increases and decreases in space are to be identified at the earliest point in time as possible; and, at a minimum, the process to seek approval for changes in space should begin 2-3 years in advance from the time space is needed.

Once a change in any space has been identified, local management for the space request is responsible for selecting a representative, referred to as the "Requestor." The Requestor is responsible for representing management in the change in space process. It is recommended that management select an individual or office that is local to the space requirement(s) and is familiar with real property acquisitions and/or with GSA's space procurement processes. Field and area offices should consult with the regional property office for guidance and assistance.

Space expansions or increases shall be offset through consolidation, co-location, or disposal (like-space disposals are required for warehouse and office space regardless of ownership or lease type). The offset for proposed growth in all space must be documented in the Space Request Business Case (SRBC) (Appendix C). The cost associated with disposing space, owned or leased, must be identified in the SRBC and budgeted.

In the event the Requestor is unable to identify a full allowable offset of space change within the respective region; the Requestor is responsible for coordinating with senior leadership, meeting to review Reclamation's space portfolio and associated 5-Year Space Management Plans. The senior leadership will determine the impact to Reclamation's portfolio and conclusions relative to the space change.

The Requestor shall conduct market research to evaluate the space change/acquisition alternatives, complete the GSA Standard Form 81 (SF-81) Request for Space[4], if applicable, complete the SRBC, and Space Request transmittal memorandum (Appendix D). The Requestor will collaborate with local and regional management to develop and refine the space change justification, validate current staffing counts[5] for those individuals who will occupy the space, identify funding, and select the preferred alternative.[6]

Reclamation offices requesting a new space acquisition through new construction, purchase, direct lease, GSA-provided space, conversion of the predominate use type in owned space into or out of office or warehouse space, or co-location with other federal agencies shall generate an SRBC for review and approval. At a minimum, the SRBC shall document each alternative as identified below:

- Alternative 0 – Status Quo
  This alternative should describe the impacts if the request for space is not approved; impacts to mission, services, etc., to the public and/or Reclamation's constituents.
- Alternative 1 – Co-location

[4] The GSA SF-81 can be found at: http://www.gsa.gov/portal/forms/download/116366.
[5] Employee counts are used to develop the Utilization Rate for occupied space, reference Space Management Utilization Memorandum dated May 12, 2011. Every employee should be included in this count, and includes but is not limited to, full time employees; funded vacancies; contract employees who are provided space by the Government as part of the contract terms and conditions; volunteers (paid and/or non-paid); seasonal/term/student employees; etc.
[6] Reclamation is evaluating alternative sources for reporting staff counts for each building.

This alternative should describe opportunities within the local market to co-locate within Reclamation-owned space with other Department of the Interior (DOI) Bureaus/Agencies, or other Federal agencies outside of the DOI.

- Alternative 2 – GSA-Provided Space
  This alternative should describe opportunities to acquire GSA-provided space, including, GSA-owned facilities and/or commercially-leased facilities by GSA for Reclamation.
- Alternative 3 – Construct new facility
- Alternative 4 – Purchase of an existing building/facility
- Alternative 5 – Direct Lease Space
  The narrative for this alternative should describe the benefits to Reclamation over other alternatives, if Direct Leasing Authority has been granted. Information for this alternative can only be obtained from a warranted Lease Contracting Officer or the local acquisition office.
- Add additional alternatives as necessary.

Each alternative shall identify risks and costs to Reclamation's mission. The Preferred Alternative shall be documented in Section II – B, titled "Preferred Alternative," with a narrative that distinguishes it from all other alternatives that have been evaluated and establishes it as the preferred alternative.

The final SRBC shall consist of:

- Transmittal Memorandum (cover to the SRBC)
  - To the Director of Policy and Administration (84-50000)
  - Courtesy Copy (CC):
    - Management Services Office, Property Management Branch Manager (84-27840), and the
    - Policy and Administration, Asset Management Division Manager (84-57000)
- Section I – Space Request Approval Signature Page
- Section II – Request Information
  - A. Requestor Information
  - B. Space Details
- Section III – Space Description
  - A. Space Justification (narrative) [utilization, need, offset]
  - B. Proposed Alternative Selection (narrative)
- Section IV – Space Alternative Analysis
  - A. Analysis by Acquisition Option (narrative)
    - Alternative 0 – Status Quo
    - Alternative 1 – Co-location (internal/external to Reclamation)

  - Alternative 2 – GSA-Provided Space
  - Alternative 3– Construct New Facility
  - Alternative 4 – Purchase
  - Alternative 5 – Direct Lease Space
  - Add additional alternatives as necessary.

  Each alternative should include a life-cycle cost analysis for all viable options to determine the best value that includes:
  - Rent comparison (existing and/or old space versus new space)
  - Service Contract(s) Costs:
    - Maintenance Contracts and GSA Preventative Maintenance Agreements for Agency Owned Equipment
    - Service Contracts (i.e., Security/Janitorial)
  - Utility Costs
    - Gas/Electric/Oil
    - Water/Wastewater
    - Solid Waste Removal
  - Taxes – if applicable
  - Tenant Improvement/Build-out Costs
  - Moving Costs/Storage Fees – if applicable

- Supporting Attachments
  - GSA SF-81 – Request for Space
  - Supportive Market Data for each Alternative[7]
  - Photographs supporting business case information
  - Space drawings

The Requestor shall submit a completed SRBC package for internal review. Upon approval from the internal review, the requesting office shall route the space request package to the preceding office for additional review and signatory approval. Signatures are required in Section I, Space Request Approval for the business case to be complete.

An Abbreviated Business Case can be used under the following specific circumstances:

- Renewal of space with no change in square footage
- Reduction in space (excluding disposal)
- Changes to a predominate use that is not office or warehouse

[7] Supportive Market Data can include, but is not limited to, emails and/or correspondence received from other local federal agencies that identify space availability within their inventory; GSA market data on cost to lease/construct/etc. in the local market; Reclamation's government estimate to construct an owned facility.

While the abbreviated business case does not require the approval of the SAMO, it is required as a documentation of the space change. The abbreviated business case must be transmitted to the SAMO from the Director responsible for the space with a courtesy copy sent to Management Services Office, Property Management Branch Manager (84-27840), and the Policy and Administration, Asset Management Division Manager (84-57000). The template of the abbreviated business case can be found in Appendix E.

All space requests must go through local and/or regional internal reviews prior to transmittal to the SAMO. Requests require approving signatures from requesting Field/Area Managers and/or Director (RD) prior to transmittal to the SAMO. All SRBC packages missing information or signatures will be returned to the Requestor for correction. Requests originating in the Denver or Washington office must be reviewed and approved by the office Director prior to transmittal to the SAMO.

If it is found that modifications to the SRBC are necessary based upon initial review, the SRBC will be returned to the Director for concurrence and modifications to the space request package. The Director shall coordinate with field and area office personnel and the Requestor as necessary. The space request package must be re-submitted through the routing process for review and approval. In some cases, the requestor may submit an addendum to the business case to address any missing information or documentation required in support of the business case, but the addendum must be sent from the Director that signed the original business case. Space requests shall not be approved until all necessary requirements are met. In order to reduce the number of business cases returned for missing information, it is strongly recommended that draft business cases be sent for review by the Asset Management Division in Policy and Administration and the Property Management Branch in Management Services Office for comment before the business case is finalized.

This extensive routing and signatory approval process provides Reclamation the oversight necessary to effectively manage space requests and allows increased accountability for additions and modifications to the reported baseline in the out-years. Additionally, it ensures that all space requests are reviewed and approved at Reclamation's operational levels prior to reaching the SAMO for final approval. Validation and certification of space requests by the SAMO confirms that space requests are made in accordance with the Reduce the Footprint Program requirements and goals.

For a more concise look at the above-described process, please reference Appendix F, "Reclamation Space Request Process."

V.2 Approvals

New leases, Acquisitions, Disposals, Expansions or growth in office or warehouse space

Approved space changes, including all original copies, will be returned to the Requestor to be maintained on record. Original documents generated and approved under the internal control requirement of this plan shall be maintained by each Regional Office in accordance with the Reclamation records retention requirements to support any programmatic or A-123 reviews.

When the increase in office or warehouse space cannot be accommodated with a complete offset of like space, Reclamation leadership will need to determine if offsetting space is available within Reclamation's portfolio or recommend that the business case be forwarded to the Department to document the increase in space.

Changes resulting in an increase to the 2015 baseline shall be forwarded to the DOI Senior Real Property Officer (SRPO) and DOI Office of Acquisition and Property Management, when there is evidence that increases to the baseline will occur without accompanying offsets. The Department will report these increases to GSA. Reclamation leadership must agree that the increase to the baseline is in Reclamation's interest before the SAMO approves any business case to be forwarded to the SRPO for increases in space.

Once the selected alternative has been approved, the Requestor will:

- Move forward with other Federal agencies to enter into Interagency Agreement for co-location of space.
- Submit to GSA the completed SF-81 and necessary documentation to generate an Occupancy Agreement for GSA-Provided space.
- Work with designated Leasing Contract Officer to procure a Direct Commercial Lease for Non-Government owned space for cases where GSA has delegated Direct Leasing Authority.
- Execute through designated Leasing Contract Officer or local Acquisitions Contracting Officer construction contracts for space modifications to existing space or for construction related to replacement of existing space.

Significant changes to a previously approved business case, such as a change in the previously defined offset, will require the business case to be resubmitted for review and approval.

Emergency Space Acquisition

Directorates, regional, area, and field offices shall notify the Management Services Office (MSO), Property Management Branch Manager (84-27840), Policy & Administration, Asset Management Division Manager (84-57000) and Reclamation's SAMO at the earliest opportune time when space has been (or will need to be) acquired to support or mitigate an emergency situation affecting life, health, and safety. The notification shall include the justification (e.g., description of the emergency for which the space was acquired to manage), space description and type, costs associated with the acquisitions and future disposal (if applicable), and future disposition date.

Emergency space acquisitions that impact the Bureau's baseline shall be reported to the Department's SRPO. Such notification should be within a timeframe that allows the Department to adequately address impacts that modify the Bureau's baseline.

V.3 Certification

Approvals shall be documented through Reclamation's SAMO's signature on Reclamation's Real Property Space Request Business Case approval. The DOI's SRPO's signature is also required for space that exceeds the approval threshold described in the following section.

V.4 Submission to DOI CFO and Senior Real Property Officer for Certain Leases/Occupancy Agreements (50,000 SF) and Owned Space (100,000 SF) Acquisition, Transfer or Construction

Requests for owned space that exceed 100,000 SF or directly leased or GSA-provided space equal to or greater than 50,000 SF, shall be forwarded to the DOI Senior Real Property Officer for review and approval. Requests that are below the threshold will be reviewed and approved by the Reclamation SAMO.

V.5 Processes Used to Identify and Execute offsets

As stated in the internal control section, space expansions or increases shall be offset through consolidation, co-location, or disposal (like-space offsets are required for office and warehouse space). The offset for proposed growth, must be documented in the SRBC.

Reclamation is prohibited from using "mothballed" (i.e., properties and/or space that have been placed into a closed state where the property is vacant and incurring little to no cost) as an offset. In addition, it is prohibited to use enhanced-use leases or out leases (e.g., properties that are being occupied by a non-government entity that remain titled to the Federal government) as an offset.

Properties reported as "excess" to GSA shall count as a disposal, as this action will result in the transfer of the property from Reclamation's space inventory.

VI. FRPP Data Quality Improvement

Real Property Data Quality Reviews and Improvement

Reclamation currently utilizes a Verification and Validation (V&V) process to assure data quality is reviewed and improvements are documented. The implementation of Reclamation's V&V Plan is to ensure compliance with Department's and Reclamation's Manual Directives and Standards regarding the reconciliation of real property (buildings/structures) with financial records. In addition, the V&V ensures compliance with reporting real property data in the asset inventory and FRPP. Expansion of this process will support updates to space management requirements.

VII. Challenges and Improvement Priorities

The transfer of O&M responsibility to operating entities via contractual relationship poses both benefits and challenges for Reclamation. Approximately two-thirds of Reclamation's buildings and structures are operated by others (e.g. transferred works). There is a significant cost savings to the government as the operating entities are primarily responsible for funding related to the O&M of the facilities. However, further reduction of the footprint and the related cost savings at transferred works will not necessarily result in cost savings to the government since the cost to operate and maintain the assets rests with the operating entities, the cost savings is minimal to the Federal government. Reclamation's role with transferred works is general limited to oversight.

Other challenges are as follows:

1. Reducing square footage per person in office space: Costs associated with reconfiguration of space would be an initial investment in reducing GSA space. Reducing square footage in Reclamation owned buildings is unlikely due to the fact that unused space in such a building cannot be disposed and Reclamation does not have the authority to out-lease the remaining space.

The space will be unused and continue to incur cost which would negatively impact Reclamation's space utilization. Conversely, Reclamation has limited flexibility in realigning staff to increase the number of staff within a Reclamation owned building.

2. Lease terminations: Reclamation is projected to have 9 direct leases by the end of FY 2015. It should be noted that Reclamation is moving towards eliminating the use of direct leases when possible, but some of the existing leases are in locations where GSA does not have a strong presence (Durango, CO or Chester, MT) or Reclamation is required to co-locate with other agencies for mission requirements. For example, our Central Valley Operations Office is part of Joint Operations Center with State of California's Department of Water Resources and the National Weather Service.

3. Return GSA-provided space: Planning and performing the required analyses on space requirements can span over several fiscal years. Initial investment costs associated with returning space to GSA (required repairs/restoration to original condition) are unreasonable. For example, the average cost of reconfiguring GSA office space and return it to shell or "serviceable space" as defined by GSA to meet current building standards can be costly.

4. Facility consolidation/co-location: Costs associated with the move and reconfiguration of space would require an initial investment. In some cases, consolidation/co-location does not decrease the overall square footage need, it only shifts the space from several locations to one. Unless there is reduction in square footage per person or other efficiencies (e.g., telework/hoteling) realized through consolidation/co-location, the costs only shift.

5. Improving space utilization through telework/hoteling: Although Reclamation has implemented telework; increased space utilization is mostly realized with hoteling.

6. Sustainability and increased energy efficiencies: Although many of the policies and implementation plans will result in cost savings in the future, current savings cannot be quantified. Often, implementing energy and water savings initiatives and other operations requires significant up-front investment. The savings are not immediate, but occur over a longer period of time. In Reclamation, cost savings from decreased energy and water efficiency are often difficult to quantify as the facilities receive low or no-cost project power and water.

Other Actions to Improve Space Utilization

Reclamation has issued various policies/directives and standards (e.g., sustainability and telework) along with integration of these strategies into budgetary requirements and management plans. The following Reclamationenacted policies and plans should result in more efficient, cost-effective and environmentally sound operations of our buildings.

In November, 2010, Reclamation's Commissioner issued Reclamation Manual Policy, Sustainable Buildings, ENV-P08. ENV-P08 directs Reclamation executives responsible for management of building assets to meet Federal sustainable building requirements for new construction, existing buildings, and direct leased buildings.

In January, 2010, Reclamation's Commissioner issued a Sustainable Building Implementation Plan. This initial plan, developed by a cross-program Sustainable Buildings Team, communicates Federal sustainable building requirements to meet Guiding Principles for High Performance and Sustainable Buildings at applicable buildings and outlines Reclamation's strategy and action plan for achieving compliance.

On June 30, 2011, Reclamation issued a space management memorandum directing: "The space utilization rate shall meet the calculated rate of 180 usable square feet per person average to the maximum extent possible, in accordance with the following inclusions and exclusions. This utilization rate shall be implemented during office renovations and reconfigurations, new space acquisitions and when practicable to modify existing space."

Reclamation's Asset Management Plan (AMP) primarily focuses on mission-critical assets. It tiers off of the Department's AMP and sets forth Reclamation's overall asset management framework. Reclamation's asset management plan includes a mix of preventive maintenance, monitoring, preservation, life extension, and replacement strategies that will maintain benefits to Reclamation's customers.

Reclamation's 5-Year Space Management Plan is a significant part of the Department's Multi-Year Strategic Space Plan. Reclamation ensures that facility acquisitions, lease renewals, and relocations are driven by mission-related needs. The Department's Space Coordination Office uses information provided in this plan to assist Department bureaus identify opportunities for collocation, consolidation, and other actions to improve space utilization and mission support within the Department.

Reclamation continues to pursue reductions in O&M costs, such as equipment sharing and utilization of excess material. However, as previously stated, Reclamation's aging infrastructure poses a substantial problem for reducing O&M in that more maintenance is often required to keep older assets in operating condition. Reclamation will continue to identify opportunities to consolidate offices and co-locate with other bureaus as means of reducing space and ensuring optimum utilization of space. Additionally, Reclamation continues to explore opportunities to transfer title of facilities when possible.

Reduce the Footprint will require more efficient and cost-effective operations of our existing building and warehouse assets. Reclamation will also utilize verifiable consistently collected data from the specially designed energy component of the Federal Business and Management System to carefully track and evaluate the cost and usage of different energy types and water by existing building and warehouse assets. Data on such cost and usage will include not only the utility expenses, but also cost and usage by ancillary equipment associated with building and warehouse assets, such as backup generators.

In addition, Reclamation's Sustainability and Energy Program offer opportunities to reduce environmental impacts related to the construction, renovation, and operation of Reclamation facilities and to improve operational performance through energy- and water-use and cost efficiencies. The completion of energy and water evaluations at 28 facilities (90 buildings) and 27 sustainable building assessments provide baseline performance information and identify strategies for energy, water, and greenhouse gas emissions reductions and more sustainable operations. Reclamation will use information from these evaluations and assessments to identify cost-saving measures and target inefficient facilities for disposal or for reducing future O&M costs and will continue to conduct additional energy and water evaluations and sustainable building assessments, as required, to establish baselines, identify sustainability and operational measures, and monitor performance.

Consolidation Proposals

The General Services Administration has initiated a space consolidation study on behalf of Reclamation for Building 67 which is located on the Denver Federal Center. The contract for the study was awarded by GSA in May and is projected to be completed by January. The results of the study will serve as the supporting documentation of the consolidation project and will assist Reclamation and GSA with determining how the space will be utilized in addition to what building shell upgrades and modifications will be needed to accommodate increased occupancy.

Back Warehouse at 400 Railroad in Boulder City, Nevada was identified to be disposed of in 2013, but through the disposal process, the United States Geological Survey (USGS) identified a use for the building. The proposed new use will be a greenhouse to be used for plant propagation, which will drive a change in predominant use and will switch the primary use of the building from Reclamation to USGS. Reclamation will maintain ownership and maintenance responsibility for the building infrastructure, while providing USGS with a much needed, low cost greenhouse. This co-location will be beneficial to both Reclamation and USGS. The repurposing of this building will transform a currently underutilized warehouse into a fully utilized greenhouse. USGS requires the Greenhouse for the propagation and adaptation of native plants which will be used on various habitat restoration and stabilization projects in the region. As a result of the combined effort, Reclamation will have access to native plants adapted to the local environment for use in landscaping and erosion control. The use of these native plants in landscapes will augment the aesthetics of Reclamation buildings, enhance Reclamation's image in the community, and add to Reclamation's water conservation efforts. These native plants can be difficult to purchase locally, usually costing almost twice as much, and use less water than non-native varieties.

In addition to the Back Warehouse at 400 Railroad, Reclamation is exploring several opportunities to co-locate with the USGS at other Reclamation-owned buildings at the Boulder City, Nevada campus. The USGS will be renovating and then occupying the 500 Fir St building, a 14,600 SF office. They will also share Building 700, a 12,300 SF warehouse, with Reclamation and are looking to convert Reclamation's previous training facility, a 4,415 SF classroom, into a laboratory. These co-location opportunities will allow the USGS to return space they have previously occupied via GSA Occupancy Agreements while also ensuring that Reclamation's under-utilized buildings at the Boulder City, NV campus are occupied to their greatest potential.

The Montana Area Office (MTAO) recently reviewed 4,200 square feet of direct-leased warehouse and ware yard space at the C&D Warehouse in Billings, Montana, to identify any efficiency to be gained in relocating into the Great Plains Regional Office (GPRO) GSA-Leased warehouse. MTAO will be able to consolidate into 300-square-feet of space at the GPRO warehouse by utilizing heavy duty warehouse shelving and storing vertically those items needing longer term storage. The GPRO will realize better space efficiency and reduce space costs. Other benefits the space will provide include better access, lighting, as well as a cleaner, safer space for personnel.

Bureau of Reclamation Reduce the Footprint
FY 2016 - 2020

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID*	OA Number*	Size of Asset Acquired, Modified or Disposed (SF)	SF Unit of Measure	Net Portfolio Reduction (SF)	City	State/US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/Comments:
NOTE:	(Dropdown box with choices of acquisition, disposal, modification of existing asset*)	Dropdown with demolition, lease or OA termination, lease or OA expiration, public benefit conveyance, transfer.	Drop down with new construction, purchase, OA, direct lease, transfer.	(Dropdown box with choices of office or warehouse)	Dropdown Owned, Leased or OA	Enter the ID	Enter the ID	Enter the Number of SF	(Dropdown box with choices of gross, rentable, or usable SF)	A decrease in SF should be reported as a negative number and an increase should be reported as a positive number.				Enter fiscal year (e.g., FY 2014)	Enter fiscal year (e.g., FY 2014)	
	Acquisition		New Construction	Warehouse	Owned	TBA		7200	Gross Square Feet	7200	Bullhead City	AZ	86429		2015	
	Modification of Existing Asset			Warehouse	Owned	R1510301700B		1930	Gross Square Feet	-1930	Boudler City	NV	89005		2015	Renovation of warehouse; change in use type from Warehouse to Greenhouse; utilized by USGS
	Modification of Existing Asset			Office	Owned	R0017071100B		2318	Gross Square Feet	360	Rupert	ID	83350		2015	Operating Entity expanded office space to be ADA compliant
	Disposal	Demolition		Office	Owned	R0214003900B		4900	Gross Square Feet	-4900	Folsom	CA	95630	2016		
	Acquisition		Purchase	Office	Owned	TBA		4320	Gross Square Feet	4320	Folsom	CA	95630		2016	
	Disposal	Demolition		Warehouse	Owned	R5222011700B		96	Gross Square Feet	-96	Coulee Dam	WA	99133	2016		
	Disposal	Demolition		Warehouse	Owned	R0029004001B		432	Gross Square Feet	-432	Sparks	NV	89431	2016		
	Disposal	Demolition		Warehouse	Owned	R0033006500B		800	Gross Square Feet	-800	Sunnyside	WA	98944	2016		
	Disposal	Demolition		Warehouse	Owned	R0222056000B		512	Gross Square Feet	-512	Quincy	WA	98848	2016		
	Disposal	Sale		Office	Owned	R0017050100B		4608	Gross Square Feet	-4608	Burley	ID	83318	2016		GSA Sale
	Disposal	Sale		Warehouse	Owned	R0017050200B		5220	Gross Square Feet	-5220	Burley	ID	83318	2016		GSA Sale
	Disposal	Demolition		Office	Owned	R0222330000B		2555	Gross Square Feet	-2555	Quincy	WA	98848	2016		
	Return of GSA Space	OA Termination	N/A	Warehouse	OA		ACO04207	7386.55	Rentable Square Feet	-7386.55	Lakewood	CO	80225	2016	2016	Building 41
	Disposal	Transfer		Warehouse	Owned	R0963000900B		4060	Gross Square Feet	-4060	Carlsbad	NM	88220	2016		
	Disposal	Transfer		Warehouse	Owned	R0963001000B		2450	Gross Square Feet	-2450	Carlsbad	NM	88220	2016		
	Disposal	Transfer		Warehouse	Owned	R0963000500B		2000	Gross Square Feet	-2000	Carlsbad	NM	88220	2016		
	Return of GSA Space	OA Reduction	N/A	Office	OA		ACA09259	4725	Rentable Square Feet	-1000	Temecula	CA	92590	2016		
	Disposal	Demolition		Warehouse	Owned	R1510300700B		14428	Gross Square Feet	-14428	Boulder City	NV	89005	2016		
	Disposal	Demolition		Warehouse	Owned	R1785100400B		960	Gross Square Feet	-960	Friant	CA	93626	2016		
	Disposal	Demolition		Warehouse	Owned	R1785100600B		960	Gross Square Feet	-960	Friant	CA	93626	2016		
	Disposal	Demolition		Warehouse	Owned	R1785100500B		960	Gross Square Feet	-960	Friant	CA	93626	2016		
	Disposal	Demolition		Warehouse	Owned	R0214003700B		240	Gross Square Feet	-240	Folsom	CA	95630	2016		
	Disposal	Demolition		Warehouse	Owned	R0214000500B		960	Gross Square Feet	-960	Folsom	CA	95630	2016		
	Disposal	GSA Sale		Office	Owned	R0008196100B		1221	Gross Square Feet	-1221	Grand Junction	CO	81501	2017		
	Disposal	Demolition		Warehouse	Owned	R0066002200B		2120	Gross Square Feet	-2120	Orem	UT	84057	2017		
	Disposal	Demolition		Warehouse	Owned	R0066002100B		924	Gross Square Feet	-924	Orem	UT	84057	2017		
	Disposal	Demolition		Warehouse	Owned	R0066002300B		240	Gross Square Feet	-240	Orem	UT	84057	2017		
	Disposal	Demolition		Warehouse	Owned	R0066002600B		1575	Gross Square Feet	-1575	Orem	UT	84057	2017		
	Disposal	Other		Office	Owned	R0482001100B		320	Gross Square Feet	-320	Collbran	CO	81624	2017		Asset is owned by Vega State Park.
	Disposal	Demolition		Warehouse	Owned	R0526201400B		1000	Gross Square Feet	-1000	Croydon	UT	84018	2017		
	Disposal	Demolition		Office	Owned	R0882150100B		1536	Gross Square Feet	-1536	Davis	CA	73030	2017		
	Disposal	Undetermined		Warehouse	Owned	R1510300300B		480	Gross Square Feet	-480	Boulder City	NV	89005	2018		Potential Colocation with DOI Agency
	Disposal	Undetermined		Warehouse	Owned	R1510300800B		1260	Gross Square Feet	-1260	Boulder City	NV	89005	2018		Potential Colocation with DOI Agency
	Disposal	Undetermined		Warehouse	Owned	R1510300900B		1944	Gross Square Feet	-1944	Boulder City	NV	89005	2018		Potential Colocation with DOI Agency
	Disposal	Undetermined		Office	Owned	R1510301500B		965	Gross Square Feet	-965	Boulder City	NV	89005	2018		Potential Colocation with DOI Agency
	Disposal	Undetermined		Warehouse	Owned	R1510301600B		1930	Gross Square Feet	-1930	Boulder City	NV	89005	2018		Potential Colocation with DOI Agency
	Disposal	Demolition		Warehouse	Owned	R0003051200B		4880	Gross Square Feet	-4880	Emmett	ID	83617	2018		
	Disposal	Demolition		Warehouse	Owned	R0863113900B		1440	Gross Square Feet	-1440	Mendota	CA	93640	2018		
	Disposal	Demolition		Warehouse	Owned	R0033005600B		4400	Gross Square Feet	-4400	Sunnyside	WA	98944	2019		
	Disposal	Undetermined		Warehouse	Owned	R0222142300B		998	Gross Square Feet	-998	Othello	WA	99344	2019		
	Disposal	Demolition		Warehouse	Owned	R0351011900B		665	Gross Square Feet	-665	Parker Dam	CA	92267	2019		Consolidation into GSA Leased space
	Disposal	Demolition		Warehouse	Owned	R0351012000B		14400	Gross Square Feet	-14400	Parker Dam	CA	92267	2019		
	Disposal	Demolition		Warehouse	Owned	R0351015200B		672	Gross Square Feet	-672	Parker Dam	CA	92267	2019		
	Disposal	Title Transfer		Warehouse	Owned	R0017070200B		3098	Gross Square Feet	-3098	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Office	Owned	R0017070300B		1226	Gross Square Feet	-1226	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Warehouses	Owned	R0017070500B		192	Gross Square Feet	-192	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Office	Owned	R0017070600B		1226	Gross Square Feet	-1226	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Warehouses	Owned	R0017070700B		2888	Gross Square Feet	-2888	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID*	OA Number*	Size of Asset Acquired, Modified or Disposed (SF)	SF Unit of Measure	Net Portfolio Reduction (SF)	City	State/US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/Comments:
NOTE:	(Dropdown box with choices of acquisition, disposal, modification of existing asset*)	Dropdown with demolition, lease or OA termination, lease or OA expiration, public benefit conveyance, transfer.	Drop down with new construction, purchase, OA, direct lease, transfer.	(Dropdown box with choices of office or warehouse)	Dropdown Owned, Leased or OA	Enter the ID	Enter the ID	Enter the Number of SF	(Dropdown box with choices of gross, rentable, or usable SF)	A decrease in SF should be reported as a negative number and an increase should be reported as a positive number.				Enter fiscal year (e.g., FY 2014)	Enter fiscal year (e.g., FY 2014)	
	Disposal	Title Transfer		Warehouses	Owned	R0017070800B		192	Gross Square Feet	-192	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Warehouses	Owned	R0017070900B		2240	Gross Square Feet	-2240	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Office	Owned	R0017071100B		2678	Gross Square Feet	-2678	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Disposal	Title Transfer		Warehouses	Owned	R0017071200B		720	Gross Square Feet	-720	Rupert	ID	83350	2020		Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
	Return of GSA Space	OA Reduction	N/A	Office	OA		ACO01030	10000	Rentable Square Feet	-10000	Lakewood	CO	80225	2020	2020	Building 56-result of B67 consolidation
	Disposal	Demolition		Office	Owned	R0423000600B		2935	Gross Square Feet	-2935	Winterhaven	CA	92283	2020		
	Disposal	Demolition		Warehouse	Owned	R0423000900B		4000	Gross Square Feet	-4000	Winterhaven	CA	92283	2020		
	Modification of Existing Asset	Return of Leased Space		Warehouse	Leased	R1510LTAO200B		4200	Rentable Square Feet	-4200	Billings	MT	59522	2020		Partial reduction of direct lease.

Non-Office and Non-Warehouse Disposals - FY16 - FY20

Predominant Use Code (drop down menu)	Square Feet (SF)	FRPP RPUID		Zip Code	Disposition Method (drop down menu)	Fiscal Year (YYYY)	Notes
74 Laboratories	2400	R0214504803B	BOR-TRACY FISH FACILITY BIOLOGY TRAILER OFC BYRON	94514	(DM) Demolition	2016	
29 Other Institutional Uses	5200	R0222329100B	DRY FALLS JUNCTION RESTAURANT	99115	(DM) Demolition	2016	
80 All Other	2100	R0222329200B	DRY FALLS JUNCTION GAS STATION/MINI MART	99115	(DM) Demolition	2016	
30 Family Housing	2000	R0112000600B	NORTH UNIT ID/DUPLEX 3(504) (APT 1 AND 2) AND GARAGE	97741	(DM) Demolition	2016	
30 Family Housing	908	R0029004000B	DERBY DAM CARETAKERS HOUSE	89431	(DM) Demolition	2016	
30 Family Housing	747	R0029001401B	CARSON DIVERSION DAM CARETAKER S GARAGE	89406	(DM) Demolition	2016	
30 Family Housing	1782	R0029001400B	CARSON DIVERSION DAM CARETAKER S HOUSE	89406	(DM) Demolition	2016	
30 Family Housing	1320	R0029004100B	DERBY DAM GARAGE	89431	(DM) Demolition	2016	
30 Family Housing	864	R0012111000B	TID BLOODY POINT COTTAGE	96134	(DM) Demolition	2016	
30 Family Housing	648	R0012111100B	TID BLOODY PT GARAGE	96134	(DM) Demolition	2016	
30 Family Housing	528	R0014001300B	HOUSE	59262	(OT) Other	2016	
30 Family Housing	944	R0014001500B	HOUSE	59262	(OT) Other	2016	
30 Family Housing	1240	R0014001200B	HOUSE	59262	(OT) Other	2016	
60 Service	1200	R0296004600B	FISH and WILDLIFE HABITAT ENHANCEMENT-SHOP-STORAGE (CANF	59644	(DM) Demolition	2016	
24 Comfort Station/restroom	385	R0456032000B	PALISADES DAM VISTA PARK RESTROOMS	83428	(DM) Demolition	2016	
60 Service	5432	R0214003500B	FOLSOM PROJECT CARPENTER AND GENERAL MAINT. SHOP	95630	(DM) Demolition	2016	
60 Service	960	R0214000600B	FOLSOM DAM SMALL ENGINE REPAIR	95630	(DM) Demolition	2016	
60 Service	2176	R0214000200B	FOLSOM DAM AUTO SERVICE GARAGE	95630	(DM) Demolition	2016	
30 Family Housing	1694	R0963000600B	SEVEN RIVERS SINGLE FAMILY HOUSING NO. 1	88220	(FT) Federal Transfer	2016	
60 Service	228	R0244001900B	OPERATIONS BUILDING	84043	(FT) Federal Transfer	2016	
30 Family Housing	886	R0033007400B	ROZA ID PUMPING PLANT 8 RESIDENCE	98953	(DM) Demolition	2017	
30 Family Housing	886	R0033007700B	ROZA ID PUMPING PLANT 13 RESIDENCE (EAST UNIT)	98944	(DM) Demolition	2017	
30 Family Housing	915	R0004010100B	ARROWROCK DAM CREW QUARTERS/2 GARAGES	83716	(DM) Demolition	2017	
80 All Other	229	R0328001100B	TRENTON DAM and SWANSON LAKE-BOAT HOUSE	69044	(DM) Demolition	2017	
60 Service	2340	R0066002400B	OLMSTED METAL SHOP	84057	(DM) Demolition	2017	
60 Service	1400	R0066002000B	OLMSTED CARPENTER SHOP	84057	(DM) Demolition	2017	
60 Service	735	R0066002500B	OLMSTED MAINTENANCE SHOP	84057	(DM) Demolition	2017	
30 Family Housing	572	R0244002100B	CARETAKERS HOUSE	84036	(DM) Demolition	2017	
60 Service	224	R0132000200B	SCOFIELD SHOP BUILDING	84526	(DM) Demolition	2017	
30 Family Housing	975	R0132000100B	SCOFIELD DAM TENDERS HOME	84526	(DM) Demolition	2017	
30 Family Housing	1323	R0343000100B	HAMMOND DISTRICT RESIDENCE	87413	(DM) Demolition	2017	
30 Family Housing	1588	R0882150200B	GENERAL PROPERTY-HOUSE (Arbuckle Project Family Housing Caretake	73086	(DM) Demolition	2017	
60 Service	720	R1510301000B	RAILROAD BOAT GARAGE	89005	(OT) Other	2018	
30 Family Housing	1035	R0212002000B	IMPERIAL DAM CAMP, HOUSE, ID-13	92222	(DM) Demolition	2018	
30 Family Housing	1023	R0328000100B	ENDERS DAM-HOUSE	69027	(OT) Other	2018	
30 Family Housing	1244	R0495000300B	GLEN ELDER DAM and WACONDA LAKE-HOUSE	67446	(DM) Demolition	2018	
30 Family Housing	864	R0012031000B	KID HQ COTTAGE	97603	(DM) Demolition	2018	
30 Family Housing	1000	R0012032000B	KID HQ COTTAGE NO 2	97603	(DM) Demolition	2018	
30 Family Housing	800	R0012091100B	TID HQ GARAGE	96134	(DM) Demolition	2018	
30 Family Housing	975	R0012091000B	TID HQ COTTAGE NO 1	96134	(DM) Demolition	2018	
30 Family Housing	480	R0012092000B	TID HQ COTTAGE NO 2	96134	(DM) Demolition	2018	
30 Family Housing	1050	R0012131000B	TID D PUMP COTTAGE	96134	(DM) Demolition	2018	
30 Family Housing	450	R0012131100B	TID D PUMP GARAGE	96134	(DM) Demolition	2018	
30 Family Housing	1000	R0012141000B	TID NEWELL COTTAGE	96134	(FT) Federal Transfer	2018	
30 Family Housing	1506	R0012031200B	KID HQ GARAGE NO 2	97603	(DM) Demolition	2018	
30 Family Housing	1400	R0416613500B	TRINITY DAM RESIDENCE NO. 2 QTRS	96052	(DM) Demolition	2018	
30 Family Housing	1386	R0030010200B	MCKAY RESIDENCE AND GARAGE	97801	(SL) Sale	2018	
30 Family Housing	1023	R0331000100B	BONNY DAM and RESERVOIR-HOUSE	80807	(DM) Demolition	2019	
30 Family Housing	864	R0271000100B	LOVEWELL DAM and RESERVOIR-HOUSE	66970	(DM) Demolition	2019	
30 Family Housing	1023	R0328000400B	MEDICINE CK DAM and HARRY STRUNK LAKE-HOUSE	69022	(DM) Demolition	2019	
30 Family Housing	1499	R0492000100B	NORTON DAM and RESERVOIR-HOUSE	67654	(DM) Demolition	2019	
30 Family Housing	1074	R0328002800B	CARETAKER FAC RED WILLOW DAM-HOUSE	69001	(DM) Demolition	2019	
30 Family Housing	1023	R0328000800B	TRENTON DAM and SWANSON LAKE-HOUSE	69044	(DM) Demolition	2019	
30 Family Housing	832	R0017006500B	A/B DIST DITCH RIDERS RESIDENCE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017006600B	A/B DIST DITCH RIDERS RESIDENCE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017006800B	A/B DIST DITCHRIDERS RESIDENCE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015

Non-Office and Non-Warehouse Disposals - FY16 - FY20

Predominant Use Code (drop down menu)	Square Feet (SF)	FRPP RPUID		Zip Code	Disposition Method (drop down menu)	Fiscal Year (YYYY)	Notes
30 Family Housing	832	R0017006900B	A/B DIST DITCHRIDERS RESIDENCE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017007000B	A/B DIST DITCHRIDERS RESIDENCE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	1032	R0017007100B	A/B DIST PUMPING PLANT OPERATORS RESIDENCE	83335	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	1032	R0017007200B	A/B DIST DITCHRIDERS RESIDENCE	83335	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017007300B	A/B DIST DITCHRIDERS RESIDENCE	83347	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017007400B	A/B DIST WATERMASTERS RESIDENCE	83347	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017007700B	A/B DIST WATERMASTERS RESIDENCE	83347	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
30 Family Housing	832	R0017007800B	A/B DIST ASSISTANT WATERMASTERS RESIDENCE	83347	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015
60 Service	5252	R0017070100B	A/B IRR DIST SHOP/WAREHOUSE	83350	(FT) Federal Transfer	2020	Projection Only - BOR exploring possible title transfer by 2020; meeting with operating entity September 2015

Bureau of Reclamation
Real Property Space Request Business Case (SRBC)

[Insert Requesting Office Name & Project Title]

Fiscal Year 20xx

Date: [Insert Business Case date]

Prepared by: [Insert Author(s) Name(s)]

Approved by: [Insert Director Name]

CONTENTS

SECTION I. SPACE REQUEST APPROVAL

Field Office Approver (if applicable)	Date	Signature
Budget (Printed Name)		
Property/Acquisition (Printed Name)		
Field Manager (Printed Name)		

Area Office Approver (if applicable)	Date	Signature
Budget (Printed Name)		
Property/Acquisition (Printed Name)		
Area Manager (Printed Name)		

Regional/Denver Office Approver	Date	Signature
Budget (Printed Name)		
Property/Acquisition (Printed Name)		
Director (Printed Name)		

MSO, P&A Review and Recommendation	Date	Signature
Management Services Office – Property Management Branch		
Policy and Administration – Asset Management Division		

Chief Financial Officer (CFO)	Date	Signature
(Printed Name)		
Senior Asset Management Officer (SAMO)	**Date**	**Signature**
(Printed Name)		
Department of Interior Senior Real Property Officer (SRPO) (if applicable)	**Date**	**Signature**
(Printed Name)		

SECTION II. REQUEST INFORMATION AND SPACE DETAILS

Method of Space Acquisition (Select One):

Co-location [ ] GSA Lease [ ] Direct Lease [ ] Purchase [ ] New Construction [ ]

Space Change Impact:

Renewal [ ] Expansion [ ] Reduction [ ] Change of Use [ ] Disposal [ ]

Requesting Office:	Requestor:
Unit/Facility Name:	City/State/Zip:
Region/Area Office/Field Office:	Year of Planned Change:
Existing Space FRPP RPUID/GSA OA ID:	Existing Space FRPP Building Use:
Proposed Space FRPP RPUID/GSA OA ID:	Proposed Space FRPP Building Use:
Current Space Funding Source:	Funding Source for Proposed Change:

FY 2012 Baseline Square Footage (Existing Space)	FY 2015 Baseline Square Footage (Existing Space)	New Square Footage (Proposed Space)	Square Footage Change from FY 2015 Baseline
Current Number of Federal Employees (For Office Use Only)	Proposed Number of Federal Employees	Current Number of Contract Employees	Proposed Number of Contract Employees

Annual Operation & Maintenance / Rental Costs		
Current O&M/Rent Cost: $	Projected O&M/Rent Cost: $	Net Change: $
Current O&M/Rent Cost/Sq.Ft.: $	Projected O&M/Rent Cost/Sq.Ft.: $	Net Change: $

SECTION III - SPACE DESCRIPTION

II.A. SPACE JUSTIFICATION DETAILS

Current Space Utilization (current space need/utilization rate; person count; 180sq.ft. per person requirement):

Justification of need for space change (justify need/utilization rate; person count; funding approval; Congressional Authorization (if applicable) :

Description of Offset (Real Property Unique ID; OA#, gsf, rsf, annual O&M, disposal date, disposal $ budgeted):

II.B. PROPOSED ALTERNATIVE SELECTION JUSTIFICATION:

(Describe the alternative being proposed and provide the justification for the selection.)

- Alternative 0 – Status Quo
- Alternative 1 – Co-location
- Alternative 2 – GSA-Provided Space
- Alternative 3 – Construct new facility
- Alternative 4 – Purchase of an existing building/facility
- Alternative 5 – Direct Lease Space
- Add additional alternatives if necessary.

SECTION IV - SPACE ALTERNATIVE ANALYSIS

Analysis by Aqcuisition Option (Status Quo, Co-location, Direct Lease, GSA Lease, Direct Lease, Construction, Purchase, Other):

Results of all viable alternatives listed above must be included. The analysis should cover life-cycle costs analysis for all viable options to determine the best value for Reclamation.

- Alternative 0 – Status Quo

  This alternative should describe the impacts if the request for space is not approved; impacts to mission, services, etc., to the public and/or Reclamation's constituents.

- Alternative 1 – Co-location

  This alternative should describe opportunities within the local market to co-locate within Reclamation-owned space with other Department of the Interior (DOI) Bureaus/Agencies, or other Federal agencies outside of the DOI.

- Alternative 2 – GSA-Provided Space

  This alternative should describe opportunities to acquire GSA-provided space, including, GSA-owned facilities and/or commercially-leased facilities by GSA for Reclamation.

- Alternative 3 – Construct new facility

- Alternative 4 – Purchase of an existing building/facility

- Alternative 5 – Direct Lease Space

  The narrative for this alternative should describe the benefits to Reclamation over other alternatives, if Direct Leasing Authority has been granted. Information for this alternative can only be obtained from a warranted Lease Contracting Officer or the local acquisition office.

- Alternative 6 – Other (Add additional alternatives as necessary)

Mail Code
PRM-16.00

MEMORANDUM

To: Reclamation Senior Asset Management Officer
Attention: 84-50000 (Gonzales)

From: Director

Subject: Request for Approval – Space Request for ________________

In accordance with Office of Management and Budget (OMB) Memorandum 12-12, OMB Management Procedures Memorandum No. 2015-01, “Reduce the Footprint” (RtF) initiative dated March 25, 2015, and the Department of Interior’s Reduce the Footprint Memorandum dated May 11, 2015, and Reclamation’s Real Property Efficiency Plan FY 2016 – 2020, I certify that the attached Space Request Business Case meets the requirements set forth by the aforementioned documents.

This Space Request Business Case is being forwarded for your review, approval, and certification.

If additional information regarding this space request is needed, please contact ________ at XXX-XXX-XXXX or abcd@usbr.gov.

Attachment(s)

Cc:

84-27840 (Keiffer)
84-57000 (Bauer)

Bureau of Reclamation Real Property Abbreviated Space Request Business Case (SRBC)

[Insert Requesting Office Name & Project Title]

Fiscal Year 20xx

Date: [Insert Business Case date]

Prepared by: [Insert Author(s) Name(s)]

Approved by: [Insert Director Name]

CONTENTS

SECTION I. REQUESTOR INFORMATION AND SPACE DETAILS

Method of Space Acquisition (Select One):

Co-location [ ] GSA Lease [ ] Direct Lease [ ] Purchase [ ] New Construction [ ]

Space Change Impact:

Renewal [ ] Expansion [ ] Reduction [ ] Change of Use [ ]

Requesting Office:	Requestor:
Unit/Facility Name:	City/State/Zip:
Region/Area Office/Field Office:	Year of Planned Change:
Existing Space FRPP RPUID/GSA OA ID:	Existing Space FRPP Building Use:
Proposed Space FRPP RPUID/GSA OA ID:	Proposed Space FRPP Building Use:
Current Space Funding Source:	Funding Source for Proposed Change:

FY 2012 Baseline Gross Square Footage (Existing Space)	New Gross Square Footage (Proposed Space)	Square Footage Change from Baseline

Current Number of Federal Employees	Proposed Number of Federal Employees	Current Number of Contract Employees	Proposed Number of Contract Employees

Annual Operation & Maintenance Costs		
Current O&M Cost: $	Projected O&M Cost: $	Net Change: $
Current O&M Cost/Sq.Ft.: $	Projected O&M Cost/Sq.Ft.: $	Net Change: $

SECTION II - SPACE DESCRIPTION

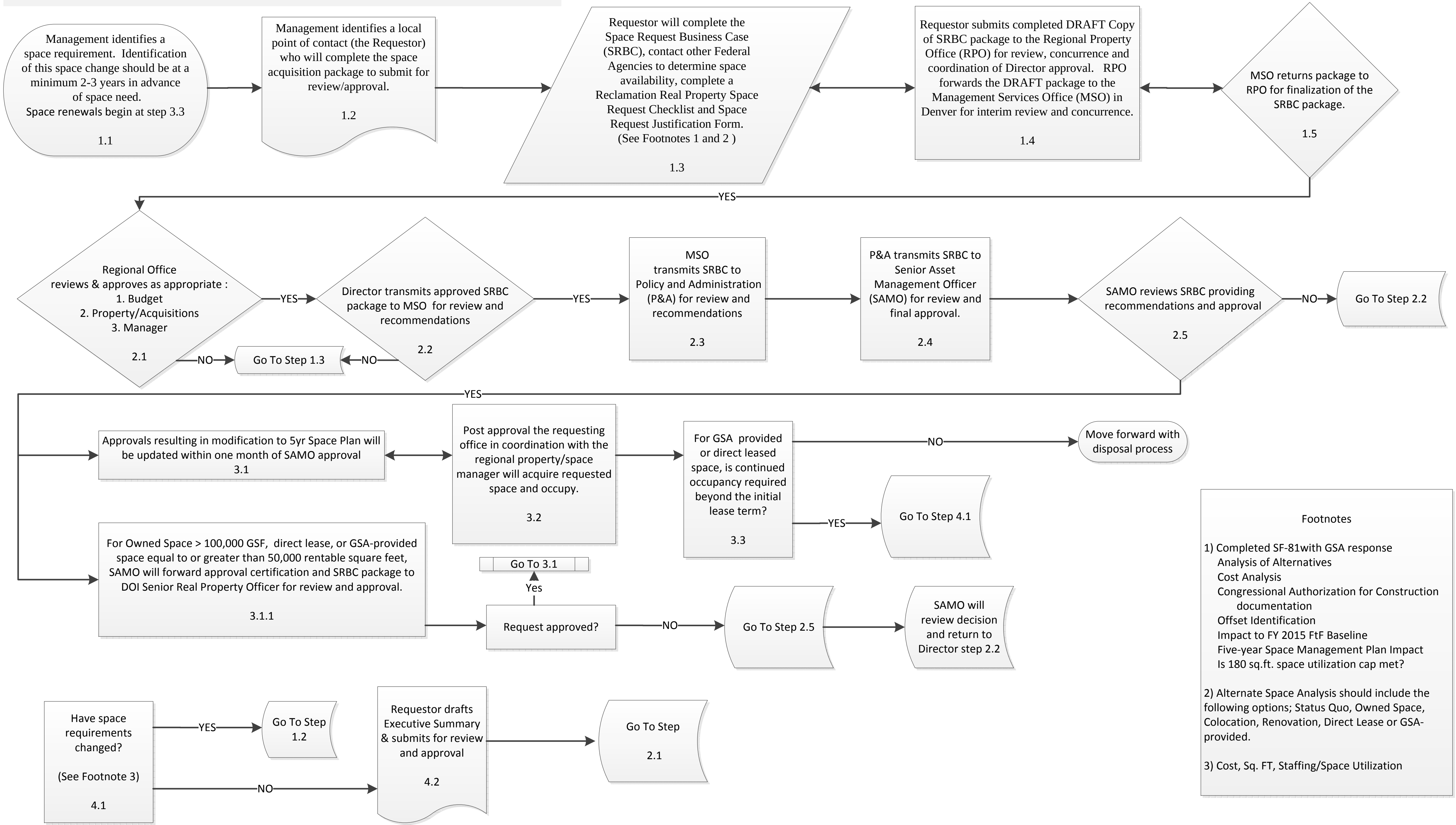
II.A. SPACE JUSTIFICATION DETAILS

Current Space Utilization (current space need/utilization rate; person count; 180sq.ft. per person requirement):

Description and Reason of space change (Renewal, Space modification, reduction of space, or change in predominant use):

Description to impacts to cost:

Reclamation Space Request Process



Definitions

The following definitions are used in this Real Property Efficiency Plan. In many cases, the definition (e.g., “associated facility”) is Bureau of Reclamation-specific and is not used by other bureaus or agencies. In other cases, the definition is either in common usage or is a derivative of other common definitions (e.g., “asset management”).

A. **Asset.** A Reclamation asset is a capitalized facility, building, structure, project feature, power production equipment, recreation facility, or quarters, as well as, capitalized and non-capitalized heavy equipment, motor vehicles, and other installed equipment that is used to achieve the mission of Reclamation to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public. Assets can be mission critical; mission dependent, not critical; or not mission dependent.

B. **Building.** Any structure with roof and commonly enclosed by walls, designed for human occupancy, storage, or shelter for animals, distinguished from other structures not designed for occupancy (such as fences or bridges). Buildings include offices, warehouses, housing and storage units.

C. **Calculation of Usable Space.** Calculation of usable space shall be measured utilizing Building Owners and Managers Association (BOMA) standards to the maximum extent practicable. The usable area of an office is calculated by measuring to the finished surface side of the office side of the corridor and the other permanent walls, to the center of the partitions that separate the office from adjoining usable areas, and to the inside finished surface of the main portions of the permanent outer building walls (to be replaced by DOI guidance). No deduction shall be made for columns and projections necessary to the building. Usable area is the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed.

D. **Co-location.** For the purposes of this Strategic Plan, a co-location is the consolidation of two or more functions from two or more agencies, where one agency consolidates its function into the host agency’s space.

OMB Note to agencies: As a best practice, agencies should first consider and pursue available co-location opportunities within the Federal real estate inventory, especially those that will result in no net growth of the overall Federal real estate inventory. The offset created by a co-location is the reduction in the occupied space of the host agency for the host agency’s function, and the reduction created by the disposal of unnecessary property from the agency that is co-locating into the host’s space.

E. **Common Area.** Usually includes a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, electrical closets, and mechanical rooms. Common area space generally does not include vertical building penetrations and their enclosing walls, such as fire stairs, elevator shafts and vertical ducts.

F. **Consolidation.** For the purposes of this Strategic Plan, a consolidation is combining one or more components, offices, bureaus or divisions, of the same agency in an existing owned office or warehouse space, and disposing of the square footage of a leased facility.

G. **Disposal.** An asset (e.g., building, structure) that is targeted for removal from the Federal Real Property Profile (FRPP) inventory.

H. **Directives and Standards.** Directives and Standards contain the minimum scope and level of detail necessary to ensure consistent application of requirements for various programs. They are contained within the Reclamation Manual (RM) which is referenced at numerous points in this AMP. Directives and Standards are developed corporately, i.e., they undergo a comprehensive drafting and review process by the functional experts in the area, regional, and corporate offices before they are adopted.

I. **Exhibit 54, Space Budget Justification.** Budget planning submission to the Office of Management and Budget (OMB) for spacing lease costs. Submitted to DOI Budget Office initially for determination of fixed costs increases, subsequent submittal for OMB includes only Part 1 and Part 2. Both submissions must be reviewed by Space Coordination Office.

J. **Expansion.** Space acquired in addition to the amount of space occupied and agreed to in a GSA-provided Occupancy Agreement, under an existing direct lease or existing as owned space.

K. **Federal Real Property Council.** Executive Order (EO) 13327 established a FRPC for administrative purposes to develop guidance for and facilitate efforts of Senior Real Property Officers (SRPO). The FRPC is made up of all agency SRPOs, the Controller of the Office of Management and Budget (OMB), the Administrator of GSA, and other employees deemed necessary by the Chairman of the Council. The Deputy Director for Management of OMB serves as the chair of the Council.

L. **Federal Real Property Profile.** A system administered by GSA that houses the Federal Real Property inventory data (e.g., buildings, structures, lands).

M. **GSA-Provided Space.** Space under the custody or control of GSA, and provided to a DOI bureau or office. This includes both GSA commercially leased space and GSA-owned space (Federal Buildings).

N. **Interagency Agreement.** An Interagency Agreement is an agreement between a DOI organization and an organization outside of DOI.

O. **Inter-bureau Agreement.** An agreement between two DOI organizations, typically written in the form of a Memorandum of Agreement (MOU) or Memorandum of Understanding (MOU). These agreements do not include funding (see Reimbursable Agreement).

P. **Lease.** A contract which sets forth certain rights and responsibilities of the parties through which an owner of a commercial asset (the Lessor) conveys the right to use its asset to another party (the lessee) for a specified period of time (the lease term) for specified periodic payments. In DOI, leases are executed between bureau/office and a commercial entity; 'leases' are never entered into between DOI bureaus/offices and GSA or any other Federal agency.

Q. **Maintenance.** Maintenance is the act of keeping fixed assets in acceptable condition. It includes preventive maintenance, normal repairs, replacement of parts and structural components, and other activities needed to preserve the asset so it continues to provide acceptable services and achieves its expected life. Maintenance excludes activities aimed at expanding the capacity of an asset, or otherwise upgrading it to serve needs different from, or significantly greater than, those originally intended.[1]

R. **Market Survey.** Bureaus/Offices conduct physical inspections of all properties or sites which have been offered for lease in response to an advertisement for space; this inspection is referred to as a market survey. GSA performs virtual market surveys to determine the average shell rate cost per square foot within a specific geographic area. These average costs are used to determine new Occupancy Agreement shell rates.

S. **Mission Critical Asset.** A mission critical asset is a facility or piece of equipment that, if unavailable or inoperable, would substantially detract from the achievement of Reclamation's business objectives. This definition encompasses major asset classes such as dams, power plants, canals, pipelines, distribution systems, and associated structural, mechanical, and electrical systems and subcomponents.

T. **Mission Dependent, not Critical Asset.** A mission dependent, not critical asset is an asset which is important in supporting the achievement of business objectives, but would not necessarily detract substantially from the achievement of Reclamation's mission if it was temporarily rendered unavailable or inoperative (e.g., buildings, quarters, fleet, heavy equipment, etc.).[2]

U. **Not Mission Dependent Asset.** A not mission dependent asset is peripheral to Reclamation's mission, but for legal or regulatory reasons, must be maintained (e.g., recreation, cultural resources, heritage assets, etc.), or is otherwise identified for disposal.

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[1] Statement of Federal Financial Accounting Standards No. 6, ¶78 (http://www.fasab.gov/pdffiles/sffas-6.pdf).

[2] Reclamation has some quarters that require employee occupancy as a condition of employment, for the protection of life and property. Thus, a few of Reclamation's quarters have been identified as mission critical assets. Refer to 5 USC 5911(e), *Quarters and Facilities; Employees in the United States.*

V. **Occupancy Agreement (OA).** The formal written agreement between GSA and the bureau or office defining the financial terms and conditions for the occupancy of GSA-provided space. The agreement is signed by both parties. Monthly GSA Rent Bills should reflect the financial terms contained in the OA. Since April 2005, GSA is supposed to identify space assignments. Monthly GSA Rent Bills typically include an OA number and a Client Billing Record number.

W. **Office Space** (FRPP data Dictionary)**.** Buildings primarily used for office space or military headquarters.

X. **Predominant Use** (From FRPP Data Dictionary). The greatest use of the real property asset as noted in the FRPP. For example, buildings used primarily for office purposes are classified as "office" even though certain portions of them may be used for storage or research.

Y. **Real Property.** Land together with the permanent improvements (buildings, structures, and site improvements), location thereon.

Z. **Reserved Works.** Reserved works refers to facilities that are owned, operated, and maintained by Reclamation (in contrast to transferred works). It also includes those facilities where O&M services are contracted with another entity, but funded by Reclamation.

AA. **Rentable Square Feet (RSF).** Rentable space is the area for which a tenant is charged rent. It is determined by the building owner and may vary city by city or by building within the same city. The rentable space usually includes a share of building support/common areas such as elevator lobbies, building corridors, and floor service areas. Floor service areas typically include restrooms, janitor rooms, telephone closets, and mechanical rooms. The rentable space generally does not include vertical building penetrations and their enclosing walls, such as fire stairs, elevator shafts and vertical ducts. (see Calculation of Usable Space)

BB. **Senior Asset Management Officer (SAMO).** EO 13327 establishes a Senior Real Property Officer, also known as the Senior Asset Management Officer, in charge of effective management of the agency's real property by determining what it owns, what it needs, and how and what it costs to manage its real properties; developing and implementing asset management plans; developing and monitoring real property performance measures; and disposing of properties that are not needed.

CC. **Space Requirements.** A summary statement of a bureau's/office's space needs. These requirements will generally include information about location, square footage, construction requirements, and duration of the bureau's/office's space needs.

DD. **Swing Space.** Space that a bureau/office occupies temporarily, usually while it's long-term leased space is rehabilitated or modernized.

EE. **Transferred Works.** Transferred works are facilities owned by Reclamation that have been transferred to other entities for O&M responsibility. “Transferred works” is not to be confused with “title transfer,” where Reclamation turns over ownership and O&M to another entity pursuant to authorizing legislation.

FF. **Usable Square Feet (USF) (BOMA standard).** BOMA International standard (ANZI/BOMA Z65.1-1996) definition for Office Area, which means the area where a tenant normally houses personnel and/or furniture. Building common areas are considered to be part of floor usable area. (See Calculation of Usable Space)

GG. **Utilization.** The manner and the degree of efficiency with which GSA-provided, Government-owned and direct leased facilities are occupied.

HH. **Utilization Rate (UR).** For office use only. Per the Department of Interior's Memorandum, "Space Management Utilization Guidance", dated May 12, 2011, the utilization rate is a space efficiency index derived by the BOMA usable square feet into the personnel housed in the space.

II. **Warehouse Space** (From FRPP Data Dictionary). Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and petroleum, oil, and lubricants storage tanks which are storage structures. <u>Space utilized for museum collection management, curation, education, research and storage is NOT considered warehouse space.</u>