Mail Code

ADM-2.00

MEMORANDUM

To: Reclamation Senior Asset Management Officer

 Attention: 84-50000 (Gonzales)

Through: Martin Bauer

 Manager, Asset Management Division

Through: S. James Keiffer

 Manager, Property Management Program

From: Director

Subject: Request for Approval – Space Request for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with Office of Management and Budget (OMB) Memorandum 12-12, OMB Management Memorandum (No. 2013-02) dated March 14, 2013, the Department of Interior’s Freeze the Footprint Memorandum dated February 5, 2013, and Reclamation’s Real Property Strategic Plan FY 2014 – 2016, 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)