Management identifies a space requirement. Identification of this space change should be at a minimum 18–24 months in advance of space need.

Space renewals begin at step 3.3

Management identifies a local point of contact (the Requestor) who will complete the space acquisition package to submit for review/approval.

Requestor will complete the Space Request Business Case (SRBC), contact other Federal Agencies to determine space availability, complete a Reclamation Real Property Space Request Checklist and Space Request Justification Form. (See Footnotes 1 and 2)

Requestor submits completed DRAFT Copy of SRBC package to the Regional Property Office (RPO) for review, concurrence and coordination of Director approval. RPO forwards the DRAFT package to the Management Services Office (MSO) in Denver for interim review and concurrence.

MSO returns package to RPO for finalization of the SRBC package.

Requestor completes the Space Request Business Case (SRBC), contacts other Federal Agencies to determine space availability, completes a Reclamation Real Property Space Request Checklist and Space Request Justification Form.

(See Footnotes 1 and 2)

Footnotes
1) Completed SF-81with GSA response Analysis of Alternatives Cost Analysis Assessment of alternative risks Congressional Authorization for Construction documentation Offset Identification Impact to FY 2012 FtF Baseline Five-year Space Management Plan Impact is 180 sq.ft. space utilization cap met?
2) Alternate Space Analysis should include the following options; Status Quo, Owned Space, Colocation, Renovation, Direct Lease or GSA-provided.
3) Cost, Sq. FT, Staffing/Space Utilization