

RECLAMATION

Managing Water in the West

Bureau of Reclamation Real Property Efficiency Plan Reduce the Footprint Policy Implementation FY 2019-2023



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

July 2018

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.

The 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 492 dams and dikes, creating 338 reservoirs with a total storage capacity of 140 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 billion kilowatt hours of energy each year.

With many of Reclamation's owned facilities now averaging more than 50 years old, managing 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.

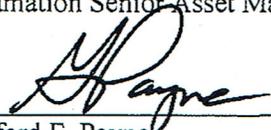
This Real Property Efficiency Plan has been developed to implement requirements in accordance with Section 3 of the Office of Management and Budget (OMB) Memorandum M-12-12, "Promoting Efficient Spending to Support Agency Operations" (May 11, 2012), OMB's March 25, 2015 Management Procedures Memorandum No. 2015-01, and the Department of the Interior's (Department) May 21, 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.



Ruth Welch
Reclamation Senior Asset Management Officer

8/2/18
Date



Grayford F. Payne
Reclamation Chief Financial Officer

7/30/18
Date

Contents

Approval of Real Property Efficiency Plan	1
Acronyms and Abbreviations	4
I. Introduction.....	5
Table 1. Bureau of Reclamation Portfolio Summary for Office and Warehouse.....	5
I.1.1.1 Authorities	6
II. Roles and Responsibilities	6
II.1 Senior Asset Management Officer (SAMO).....	6
II.2 Chief Financial Officer (CFO).....	7
II.3 Internal Coordination (Owned, Leased and GSA-Provided Space)	7
III. Portfolio Status.....	7
III.1 Overall Reclamation Building Portfolio	7
Table 2. FY 2017 FRPP Owned Buildings.....	8
Table 3. FY 2017 FRPP-reported Owned Office and Warehouse by Reserved and Transferred Works.....	8
III.2 Status Relative to Freeze the Footprint Baseline Requirement	9
Table 4: Reclamation Freeze the Footprint Space Performance by Fiscal Year.....	9
IV. Reduction Targets.....	10
Table 5. Reclamation FY 2017 Office and Warehouse Space Excluding Transferred Works	11
IV.1 Reduction Targets for Office and Warehouse Space.....	12
Table 6. FY 2016 – FY2020 Domestic Owned Office and Warehouse Reduction Targets	12
IV.2 Disposal Targets for Owned Buildings (Non-Office and Non-Warehouse)	13
Table 7. FY 2016 – FY 2020 Disposal Targets and Planned Reductions for Non-Office and Non-Warehouse Buildings.....	13
IV.3 Maintenance of Freeze the Footprint Baseline	14
Owned Buildings	14
Direct Leases.....	14
GSA-Provided Space	14
IV.4 Space Design Standard for Future Reductions	15
V. Compliance Internal Controls	15
V.1 Internal Approval Processes for all Space (Expansions/Transfers/Offsets).....	15
V.2 Approvals.....	20
New leases, Acquisitions, Disposals, Expansions or growth in office or warehouse space.....	20
Emergency Space Acquisition	21

V.3 Certification 21

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 21

V.5 Processes Used to Identify and Execute Offsets..... 21

VI. FRPP Data Quality Improvement..... 22

Real Property Data Quality Reviews and Improvement..... 22

VII. Challenges and Improvement Priorities 22

Other Actions to Improve Space Utilization..... 23

Co-location Accomplishments and Proposals 25

Table 8. Field Office Co-location Opportunities 26

Consolidation Accomplishments and Proposals..... 26

Appendices

- Appendix A – Bureau of Reclamation RTF Office and Warehouse Actions
- Appendix B – Bureau of Reclamation RTF Non-Office Non-Warehouse Actions
- Appendix C – Bureau of Reclamation Real Property Space Request Business
Case Template
- Appendix D – Space Request Transmittal Memo Template
- Appendix E – Bureau of Reclamation Real Property Space Request Abbreviated
Business Case Template
- Appendix F – Reclamation Space Request Process
- Appendix G – Definitions

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
CY	Calendar Year (January 1 – December 31)
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	Mission Support Organization
OA	Occupancy Agreement
OMB	Office of Management and Budget
OM&R	Operation, Maintenance, and Replacement
POLICY	Policy and Administration
Reclamation	Bureau of Reclamation
RD	Regional Director
RTF	Reduce the Footprint
SF	Square Feet
SAMO	Senior Asset Management Officer
SRBC	Space Request Business Case
SRPO	Senior Real Property Officer
USGS	United States Geological Survey
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 reporting system, the Financial and Business Management System (FBMS). Current Replacement Value (CRV) for assets are updated annually based on construction cost indices or other engineering cost estimating techniques. As of Fiscal Year (FY) 2017, the CRV for all Reclamation assets currently in the Federal Real Property Profile (FRPP) is \$108.8 billion.

Reclamation’s Real Property Efficiency Plan supports Reclamation’s overall water and power mission. 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. Table 1 below is a summary of Reclamation’s office and warehouse space portfolio, including baselines from Freeze the Footprint in FY 2012 and Reduce the Footprint (RTF) in FY 2015.

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

	Direct Lease Space	Owned Space	GSA-Provided Space	Total
FY12 Baseline SF	111,595	2,805,493	1,045,287	3,962,375
FY15 Baseline SF	71,628	2,907,729	1,012,543	3,991,900
FY17 SF	63,268	2,756,127	986,147	3,805,542

Table 1 outlines the significant progress Reclamation continues to make in reducing its office and warehouse space. Table 1 does not illustrate increases in space that occurred in FY 2013-2014 (which are noted in Table 4); the result of additions that were in-progress during FY 2012 and corrections to General Services Administration (GSA) Occupancy Agreements (OAs) as a result of re-measures or reclassification of space by GSA. 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, Maintenance, and Replacement (OM&R) 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 OM&R 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. Reclamation will acquire buildings that are constructed and maintained by operating entities if it is determined that the building is necessary for the effective operation and maintenance of the Project. Buildings constructed by the operator, and then acquired by Reclamation, are included in Reclamation's baseline. Overall, the transfer of OM&R responsibility is a cost savings to the Federal government, but, as it relates to RTF, Reclamation must coordinate with operating entities to determine when new buildings constructed in support of OM&R operations should be owned by Reclamation as an asset necessary for the operation of the Reclamation Project.

1.1.1.1 Authorities

Reclamation does not have an "organic act" and has 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 Administration (POLICY), 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 (CFO) (Deputy Commissioner, Policy, Administration, and Budget) and the Deputy Chief Financial Officer (Director, Mission Support Organization (MSO)) have been delegated the authority to sign all documents related to the CFO'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 GSA-Provided Space)

Region and directorate offices shall coordinate space changes and 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 described in Section IV will be implemented to further detail roles and responsibilities throughout the process. Reclamation will develop Directives and Standards on the RTF requirements.

III. Portfolio Status

III.1 Overall Reclamation Building Portfolio

In FY 2017, Reclamation's asset inventory accounted for 1,789 owned buildings totaling 4,811,159 square feet (SF), which includes 866 offices and warehouses with a combined total of 2,756,127 SF and OM&R cost of approximately \$32.1 million. Reclamation direct leases for office space represent 63,268 rentable square feet (RSF) of Reclamation space with annual leasing costs of \$1.68 million, inclusive of rent and OM&R costs, as of the end of FY 2017¹. No direct

¹ It should be noted that Reclamation currently has seven direct leases for office 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.

Bureau of Reclamation Real Property Efficiency Plan

leases currently exist for warehouse space. GSA OAs represent 986,147 RSF of Reclamation's space with costs of roughly \$19 million, inclusive of rent and OM&R. Table 2 below shows a detail of FRPP owned buildings by building use type.

Table 2. FY 2017 FRPP Owned Buildings

Building Use Type	No. of Buildings	Total Square Feet
All Other	49	99,437
Comfort Station/Restrooms	19	8,720
Communications Systems	20	12,326
Dormitories and Barracks	10	30,480
Family Housing	487	535,344
Industrial	50	215,559
Laboratories	13	41,262
Office	230	1,180,839
Other Institutional Uses	34	199,457
School	4	37,286
Service	237	875,161
Warehouses	636	1,575,288
Totals	1,789	4,811,159

Table 3 categorizes Reclamation's offices and warehouses and the associated square footage and OM&R costs by reserved and transferred works, based on FY 2017 FRPP-reported data.

Table 3. FY 2017 FRPP-reported Owned Office and Warehouse by Reserved and Transferred Works

Building Use by Outgrant Indicator	No. of Owned Buildings	Total Square Feet	Annual Costs (000's)
Office	230	1,180,839	\$25,485
Reserved Total	89	688,691	\$24,792
Transferred Total	141	492,148	\$693
Warehouses	636	1,575,288	\$6,636
Reserved Total	287	879,061	\$3,739
Transferred Total	349	696,227	\$2,897
Grand Total	866	2,756,127	\$32,121

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

Table 4: Reclamation Freeze the Footprint Space Performance by Fiscal Year²

Description+	End of FY 12 (FtF Baseline)			End of FY 13 (Actual)			End of FY 14 (Actual)		
	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	236	1,183,489	\$ 14,111
Owned Warehouse	682	1,657,473	\$ 5,420	683	1,729,961	\$ 6,554	679	1,724,240	\$ 6,715
Direct Lease Office	11	104,195	\$ 2,279	11	104,195	\$ 2,017	8	64,228	\$ 1,739
Direct Lease Warehouse	2	7,400	\$ 42	2	7,400	\$ 45	2	7,400	\$ 50
GSA Office	40	868,650	\$15,171	38	859,245	\$15,767	39	860,086	\$ 17,006
GSA Warehouse	10	156,668	\$ 1,349	9	152,946	\$ 1,383	9	152,457	\$ 1,462
Total	979	3,942,406	\$38,455	980	4,038,036	\$39,372	973	3,991,900	\$ 41,083

Description	End of FY 15 (Actual)			End of FY 16 (Actual)			End of FY 17 (Actual)		
	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	236	1,195,979	\$14,480	233	1,188,614	\$28,587	230	1,180,839	\$ 25,485
Owned Warehouse	652	1,615,345	\$ 8,441	638	1,576,766	\$ 5,066	636	1,575,288	\$ 6,636
Direct Lease Office	8	64,228	\$ 1,322	7	63,268	\$ 1,283	7	63,268	\$ 1,683
Direct Lease Warehouse	2	7,400	\$ 48	0	0	\$ -	0	0	\$ -
GSA Office	41	900,467	\$17,159	41	956,747	\$17,610	39	956,747	\$ 18,138
GSA Warehouse	10	91,522	\$ 1,578	6	31,437	\$ 883	5	29,400	\$ 909
Total	949	3,874,941	\$43,028	925	3,816,832	\$53,429	917	3,805,542	\$ 52,852

² Baseline information 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. Reclamation also 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 used to track the baseline in the FRPP at the time did not allow for inclusion of these three assets in the baseline, but they have since been added and accounted for in the FY 2015 baseline under RTF. Lastly, several of the changes in GSA-Provided space from FY 2014-2016 were the result of OAs that were reclassified from warehouse to office by GSA.

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 administering RTF, Reclamation adheres to its space request approval process to account for space changes and increases. Reclamation continues to identify significant reductions in warehouse space as a result of data corrections to predominant use for structures (pole barns) that were previously classified as buildings. This realignment ensures that our inventory conforms to the building definition as outlined in the FRPP. Though these changes show a reduction in warehouse space, Reclamation does not include these changes toward its reduction targets, ensuring that identified reductions are solely the result of disposal actions. Reclamation leverages its reviews and inspections, when practicable, to verify real property attributes relevant to RTF (predominant use, square feet, etc.). When data corrections are necessary, Reclamation documents the changes through its space request approval process and updates real property records in FBMS for reporting to the FRPP.

Details of Reclamation's planned reductions and increases for FY 2018 through FY 2025 can be found in Appendix A – Bureau of Reclamation RTF Office and Warehouse Actions.

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.

Currently, Reclamation owns 866 office buildings and warehouses, of which 490 have been transferred to operating entities for OM&R responsibility. With a few exceptions, the cost of maintaining those transferred facilities is funded directly by the operating entities with OM&R responsibility. Reclamation's space to manage would be roughly 2,617,167 SF if we were to exclude transferred facilities, as outlined in the following table:

Table 5. Reclamation FY 2017 Office and Warehouse Space Excluding Transferred Works

Building Use by Space Type	Number of Buildings	Sum of SF	Annual Costs (000's)
Office	135	1,708,706	\$ 44,613
Owned - Reserved	89	688,691	\$ 24,792
Direct Lease	7	63,268	\$ 1,683
GSA Provided	39	956,747	\$ 18,138
Warehouse	292	908,461	\$ 4,648
Owned - Reserved	287	879,061	\$ 3,739
Direct Lease	0	0	\$ -
GSA Provided	5	29,400	\$ 909
Reported Total	427	2,617,167	\$49,262

As Reclamation assets continue to age, it becomes a challenge to dispose of assets as they go through the disposal process because some may be designated as historically significant and can no longer be disposed without additional coordination with National and/or State historic preservation office, 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 OM&R 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. These efforts are not displayed in the reduction targets as they have become part of the new baseline set in FY 2015. Table 6 includes the original domestic office and warehouse space reductions projected through FY 2020, which aimed to a 3.21% reduction based on Reclamation’s entire owned office and warehouse portfolio in FY 2014. Incorporated in this table are updated reduction totals for planned actions that will take place in FY 2018-2020. Though Reclamation continues to operate under its established reduction targets, the updated figures provide insight into additional reductions that may occur during the original RTF implementation time-frame.

Table 6. FY 2016 – FY2020 Domestic Owned Office and Warehouse Reduction Targets

	FY 2016 Target	FY 2016 Reductions	FY 2017 Target	FY 2017 Reductions	FY 2018 Target	FY 2018 Planned Actions
Office Target (Net SF Reduction)	8,743	16,184	3,077	7,775	965	(9,452)
Warehouse Targets (Net SF Reduction)	45,665	39,995	5,859	3,878	11,934	3,327
	FY 2019 Target	FY 2019 Planned Actions	FY 2020 Target	FY 2020 Planned Actions	FY 2016-2020 Target	FY 2016-2020 Planned Actions
Office Target (Net SF Reduction)	0	59,153	18,065	29,885	30,850	103,545
Warehouse Targets (Net SF Reduction)	21,135	7,511	13,330	38,409	97,923	93,120

*Target values derived from 2016-2020 Plan. Values for Planned Actions derived from Appendix A - Bureau of Reclamation RTF Office and Warehouse Actions

FY 2018 planned actions illustrate an increase in Reclamation’s office space as a result of two office building acquisitions, expansion of an office building OA, and a data correction at an existing building that resulted in a 4,682 SF increase in reported office space. Reclamation has worked to manage space under RTF, accomplishing significant reductions in office and warehouse space in FY 2016. Additionally, Reclamation continues to identify additional planned reductions in out-years FY 2019-2020 with plans to surpass our original office and warehouse space reduction target by nearly 68,000 SF. Given our aggressive approach and updated goals in reducing office and warehouse space during the initial implementation time-frame, Reclamation did not identify additional reduction targets in FY 2021 and FY 2022 at this time. However, Reclamation has identified planned actions for FY 2024 and FY 2025, targeting a net reduction of 8,815 SF in FY 2024 and 42,782 SF in 2025. Should disposal plans accelerate, it

is likely that Reclamation will realize disposal actions in FYs 2021- 2023. A detailed list of all planned acquisitions and disposals for office and warehouse space in FY 2018-2025 can be found in Appendix A – Bureau of Reclamation RTF Office and Warehouse Actions.

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

Table 7 below displays Reclamation’s non-office and non-warehouse targets slated for disposal as identified in the FY 2016 – 2020 Plan as well as updated planned reductions through that same time-frame. Although Reclamation has been unable to meet planned reductions in FY 2016 and 2017 (due to budget or other disposal obstacles), Reclamation continues to add additional disposals to its out-year reduction goals. As result of this update, Reclamation’s planned reductions will surpass the FY 2016 – 2020 target by over 19,400 SF. A detailed list of non-office and warehouse disposal targets for FY 2018-2025 can be found in Appendix B – Bureau of Reclamation RTF Non-Office Non-Warehouse Actions.

Table 7. FY 2016 – FY 2020 Disposal Targets and Planned Reductions for Non-Office and Non-Warehouse Buildings

	FY 2016 Target Reductions	FY 2016 Actual Reductions	FY 2017 Target Reductions	FY 2017 Actual Reductions	FY 2018 Target Reductions	FY 2018 Planned Reductions
Disposal Target (Net SF Reduction)	32,756	23,883	10,485	8,614	14,933	11,051
Disposal Target (# buildings)	20	16	11	6	15	6
	FY 2019 Target Reductions	FY 2019 Planned Reductions	FY 2020 Target Reductions	FY 2020 Planned Reductions	FY 2016-2020 Target	FY 2016-2020 Planned Reductions
Disposal Target (Net SF Reduction)	8,094	23,180	14,804	33,776	81,072	100,504
Disposal Target (# buildings)	7	15	12	28	65	71

*Target values derived from FY 2016-2020 Plan. Values for Planned Reductions derived from Appendix B - Bureau of Reclamation RTF Non-Office Non-Warehouse Actions

Increasing the amount of disposals for non-office and non-warehouse buildings will take additional coordination for long term budgeting and planning. Disposal projects have to compete against limited budgets. As a result of these constraints as well as Reclamation’s aggressive approach and updated goals in reducing all space during the initial implementation time-frame, Reclamation did not identify additional reduction targets for owned, non-office and non-warehouse space in

FY 2021 and FY 2022 at this time. However, some disposal projects have been moved to out-years FY 2023 and FY 2025 as a result of the constraints listed above, targeting a net reduction of 1,386 SF in FY 2023 and 16,295 SF in FY 2025. Should disposal plans accelerate, it is likely that Reclamation will realize disposal actions for owned, non-office and non-warehouse space in FY 2021 and FY 2022.

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 continue to show increased OM&R needs over time. 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 through the end of FY 2018, Reclamation will have reduced direct leases by 50,344 SF through lease expiration or 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 OM&R 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.

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 RTF 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 annually review 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

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.

(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) (see Appendix C – Bureau of Reclamation Real Property Space Request Business Case Template). 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 Space⁴, 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 counts⁵ 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

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 utilizes the Federal Activities Inventory Reform (FAIR) Act Inventory Application to develop federal employee personnel counts for FRPP reporting.

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
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, POLICY (84-50000)
 - Courtesy Copy (CC):
 - MSO, Property Management Branch Manager (84-27100), and the
 - POLICY, 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 Alternative⁷
 - 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.

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.

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
- Corrections to reported square footage as a result of a re-measure

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 MSO, Property Management Branch Manager (84-27100) and the POLICY, 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 the Property Management Branch in MSO 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 RTF 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 MSO, Property Management Branch Manager (84-27100), the POLICY, Asset Management Division Manager (84-57000), and Reclamation's SAMO at the earliest opportunity 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 Departmental policies 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 OM&R 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, maintained and replaced 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 OM&R 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 seven direct leases by the end of FY 2018. 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 (Torrington, WY 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 Reclamation-

enacted 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 OM&R costs, such as equipment sharing and utilization of excess material. However, as previously stated, Reclamation's infrastructure poses a substantial problem for reducing OM&R in that more maintenance is often required to extend asset service life and address changed conditions. 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.

RTF 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 offers 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. To date, Reclamation has assessed over 40 buildings for compliance and, based on this data, has identified priority buildings to target for energy and water efficiency upgrades and operational improvements to meet other policy goals. Reclamation will continue to use information from these evaluations and assessments to identify cost-saving measures and target inefficient facilities for disposal or for reducing future OM&R 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.

Co-location Accomplishments and Proposals

The Back Warehouse at 400 Railroad in Boulder City, Nevada was identified for disposal in 2013, but through the disposal process, the United States Geological Survey (USGS) identified a use for the building. The building has been modified to be used as a greenhouse for plant propagation. The change in predominant use, from warehouse to greenhouse, also includes a change in using organization from Reclamation to the USGS. Reclamation will maintain ownership and maintenance responsibility for the building infrastructure, while providing the USGS with a much needed, low cost greenhouse. This co-location will be beneficial to both Reclamation and the USGS. The repurposing of this building has transformed a currently underutilized warehouse into a fully utilized greenhouse. The 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 and the USGS have agreed colocation in two buildings at the 500 Fir Street campus in Boulder City, Nevada. The contract for co-location of the Lower Colorado Regional Office (LCRO) Date Building 500, a 14,600 SF office is currently under solicitation. USGS is anticipated to begin occupying the space calendar year (CY) 2019 or early CY 2020. USGS has also agreed to co-locate 25% of floor space in LCRO Date Building 700, a 12,300 SF warehouse. The anticipated move-in date is set to coincide with the co-location of LCRO Date Building 500. 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.

In addition to these successful co-locations, Reclamation continues to explore field office building co-location opportunities. The following table identifies co-location (1,000 SF or more available) opportunities at Reclamation field offices.

Table 8. Field Office Co-location Opportunities

Field Office Location	City	State	Net SF Reduction	Description of Co-location Opportunity
El Paso Field Office (GSA OA; ATX08379)	El Paso	TX	7,750	Reclamation aims to terminate the existing GSA lease and co-locate with the International Boundry and Water Commission in a smaller GSA-Provided space.
Construction Field Office (Bldg A) at 43rd Avenue (Owned; R1510321501B)	Phoenix	AZ	6,684	Reclamation is evaluating demolition or colocation with Western Area Power Administration.
LCRO Date Bldg 500 Modular Building (Owned; R1510300600B)	Boulder City	NV	14,600	Reclamation has agreed to co-location with USGS. The contract is being solicited for the building renovation. Anticipated move-in date for USGS is late CY 2019/early CY 2020.

Consolidation Accomplishments and Proposals

The Montana Area Office (MTAO) relocated 4,200 square feet of direct-leased warehouse and ware yard space at the C&D Warehouse in Billings, Montana, into the Great Plains Regional Office (GPRO) GSA-Leased warehouse. MTAO was 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. As a result of terminating the direct lease, the GPRO has realized better space efficiency and reduced space costs. The space at the GPRO provides better access and lighting as well as a cleaner, safer space for personnel.

The Building 67 and Building 56 Consolidation and Modernization Project is a multi-year effort to reduce Reclamation’s footprint and update our workspace at the Denver Federal Center in Lakewood, Colorado. The project is a joint effort between the GSA and Reclamation to improve efficiencies, improve the quality of work life for Reclamation employees, and to provide more economical use of the

Bureau of Reclamation Real Property Efficiency Plan

space for the future. Identified reductions, included in this plan, estimate a reduction of 42,721 RSF in Building 67 and 31,552 RSF in Building 56. The project is estimated for completion in FY 2019.

	Type of Project	If Disposal Project	If Acquisition Project	If Modification of Existing Asset	Real Property Use	Direct Owned, Direct Leased or GSA 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 Fiscal Year Asset Will Leave Inventory	Estimated Fiscal Year Agency Will Occupy New Space	Intend to submit as GSA Consolidation Project	Note/Comments:
NOTE	Dropdown box with choices of acquisition, disposal, modification of existing asset*	Dropdown box with choices of public benefit conveyance, lease or OA termination, transfer, sale, demolition, exchange, loss due to disaster, reversion to prior owner, loss due to training exercise, and return to host	Dropdown box with choices of new construction, purchase, OA, direct lease, transfer.	Dropdown box with choices of renovation of an asset with no change in SF, partial demolition, expansion, or other reduction	Dropdown box with choices of office or warehouse	Dropdown box with choices of Direct Owned, Direct Leased or GSA OA	Enter the ID or TBA if this is new project without an RPUID	Enter the ID or TBA if this is new project without an OA number	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.				Dropdown box with choices of fiscal year (e.g., FY 2016)	Dropdown box with choices of fiscal year (e.g., FY 2016)	Dropdown box with the choices of Yes or No	
	Acquisition		New Construction		Office	Direct Owned	R1000484220000064		4,320.00	Gross Square Feet	4,320.00	Folsom	CA	95630		FY 2018	No	Added to inventory in FY 2018 following completion of construction.
	Modification of Existing Asset		OA	Expansion	Office	GSA OA		AMT02921	16,888.00	Rentable Square Feet	1,506.00	Billings	MT	59101		FY 2018	No	OA combined OA's AMT00058 and AMT00096 on 1/31/2017. New OA included expansion of 1,506 RSF in FY 2018.
	Acquisition		New Construction		Warehouse	Direct Owned	TBA		1,590.00	Gross Square Feet	1,590.00	Friant	CA	93626		FY 2018	No	
	Modification of Existing Asset			Data Correction	Office	Direct Owned	R1298000100B		2,400.00	Gross Square Feet	4,682.00	Alamosa	CO	81101		FY 2018	No	Data correction as a result of EISA audit found that the office building's size was underreported by 4,682 square feet.
	Modification of Existing Asset	Lease Reduction		Other Reduction	Office	GSA OA		ACA09259	4,725.00	Rentable Square Feet	-1,000.00	Temecula	CA	92590	FY 2018	FY 2018	No	Tenant Improvements and Condition Survey Report completed, and OA drawn up. IT working issues before move date from Jefferson Ctr can be established, but it is anticipated to be before August 2018.
	Acquisition		OA		Office	GSA OA		ATX09203	3,117.00	Rentable Square Feet	3,117.00	Austin	TX	78753		FY 2018	No	Converted from Direct Lease on 1/31/2018
	Acquisition		Direct Lease		Office	Direct Leased	R1000476520000046		1,100.00	Rentable Square Feet	1,100.00	Torrington	WY	82240		FY 2018	No	Approved through BOR RTF process. Direct Lease started 11/01/2017.
	Disposal	Lease or OA Termination			Warehouse	GSA OA		ACO01184	2,037.34	Rentable Square Feet	-2,037.34	Lakewood	CO	80225	FY 2018		No	OA expires 06/2018. Expiration with no renewal.
	Disposal	Lease or OA Expiration			Office	GSA OA		ANV02790	1,156.00	Rentable Square Feet	-1,156.00	Reno	NV		FY 2018		No	OA expired 04/2018. Terminated without renewal.
	Disposal	Lease or OA Termination			Office	Direct Leased	R1510L000100B		3,117.00	Rentable Square Feet	-3,117.00	Austin	TX	78753	FY 2018		No	Converted to GSA OA ATX09203 on 1/31/2018
	Disposal	Transfer			Warehouse	Direct Owned	R0084000400B		960.00	Gross Square Feet	-960.00	Chester	MT	59101	FY 2018		No	GSA sale and disposed 11/28/2017
	Disposal	Transfer			Warehouse	Direct Owned	R0084000300B		960.00	Gross Square Feet	-960.00	Chester	MT	59101	FY 2018		No	GSA sale and disposed 11/28/2017
	Disposal	Transfer			Warehouse	Direct Owned	R0084000200B		960.00	Gross Square Feet	-960.00	Chester	MT	59101	FY 2018		No	GSA sale and disposed 11/28/2017
	Acquisition		New Construction		Office	Direct Owned	TBD		15,120.00	Gross Square Feet	15,120.00	Klamath	OR	97603		FY 2019	No	Currently going through BOR RTF approval process.
	Disposal	Demolition			Warehouse	Direct Owned	R5222011700B		96.00	Gross Square Feet	-96.00	Coulee Da	WA	99133	FY 2019		No	Date moved out pending HUD paperwork. Demolition to follow.
	Disposal	Demolition			Warehouse	Direct Owned	R0033006500B		800.00	Gross Square Feet	-800.00	Sunnyside	WA	98944	FY 2019		No	Scheduled for demolition in November 2018.
	Disposal	Demolition			Warehouse	Direct Owned	R0526201400B		1,000.00	Gross Square Feet	-1,000.00	Croydon	UT	84018	FY 2019		No	Moved to FY 2019.
	Disposal	Demolition			Warehouse	Direct Owned	R0033005600B		4,400.00	Gross Square Feet	-4,400.00	Sunnyside	WA	98944	FY 2019		No	On hold; still in use by operating entity.
	Modification of Existing Asset	Lease Reduction		Other Reduction	Office	GSA OA		ACO01030	182,076.00	Rentable Square Feet	-31,552.00	Lakewood	CO	80225	FY 2019		Yes	GSA consolidation Project will result in reduction of 31,552 RSF with a new RSF total of 150,524
	Modification of Existing Asset	Lease Reduction		Other Reduction	Office	GSA OA		ACO01075	269,464.68	Rentable Square Feet	-42,721.00	Lakewood	CO	80225	FY 2019		Yes	Modernization Project will result in a reduction of 42,721 RSF
	Disposal	Demolition			Warehouse	Direct Owned	R0526004200B		240.00	Gross Square Feet	-240.00	Wanship	UT	84017	FY 2019		No	
	Disposal	Demolition			Warehouse	Direct Owned	R0033015000B		975.00	Gross Square Feet	-975.00	Yakima	WA	98901	FY 2019		No	Scheduled for demolition n November 2018.
	Disposal	Lease or OA Termination			Office	Direct Leased	R0214L001000B		14,819.00	Rentable Square Feet	-14,819.00	Sacramen	CA	95821	FY 2020		No	Communication has been established to convert from Direct Lease to GSA OA
	Acquisition		OA		Office	GSA OA		TBA	14,819.00	Rentable Square Feet	14,819.00	Sacramen	CA	95821		FY 2020	No	See above for direct lease conversion to GSA OA
	Modification of Existing Asset			Expansion	Office	Direct Owned	R0245015000B		16,600.00	Gross Square Feet	1,389.00	Loveland	CO	80537		FY 2020	No	Action approved through BOR RTF process. Soliciting bids for construction.
	Acquisition		New Construction		Warehouse	Direct Owned	TBD		15,000.00	Gross Square Feet	15,000.00	Loveland	CO	80537		FY 2020	No	Action approved through BOR RTF process. Soliciting bids for construction.
	Disposal	Lease or OA Termination	OA		Office	GSA OA		ATX08379	7,750.00	Gross Square Feet	-7,750.00	El Paso	TX	79935	FY 2020	FY 2020	Yes	Looking to terminate existing GSA lease and co locate with Internation Boundry and Water Commission in a new GSA lease with reduced SF. Size of new space
	Disposal	Demolition			Warehouse	Direct Owned	R0003051200B		4,880.00	Gross Square Feet	-4,880.00	Emmett	ID	83617	FY 2020		No	On hold; project may not happen anytime soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0863113900B		1,440.00	Gross Square Feet	-1,440.00	Mendota	CA	93640	FY 2020		No	Moved to FY 2020 as a result of funding and staffing.
	Disposal	Demolition			Warehouse	Direct Owned	R0371000200B		1,536.00	Gross Square Feet	-1,536.00	Kirwin	KS	67644	FY 2020		No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
	Disposal	Demolition			Warehouse	Direct Owned	R0468000200B		1,152.00	Gross Square Feet	-1,152.00	Stockton	KS	67669	FY 2020		No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
	Disposal	Transfer			Warehouse	Direct Owned	R0328000200B		2,456.00	Gross Square Feet	-2,456.00	Enders	NE	69027	FY 2020		No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
	Disposal	Demolition			Warehouse	Direct Owned	R1510300300B		480.00	Gross Square Feet	-480.00	Boulder C	NV	89005	FY 2020		No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.
	Disposal	Demolition			Warehouse	Direct Owned	R1510300800B		1,260.00	Gross Square Feet	-1,260.00	Boulder C	NV	89005	FY 2020		No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.
	Disposal	Demolition			Warehouse	Direct Owned	R1510300900B		1,944.00	Gross Square Feet	-1,944.00	Boulder C	NV	89005	FY 2020		No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.
	Disposal	Demolition			Office	Direct Owned	R1510301500B		965.00	Gross Square Feet	-965.00	Boulder C	NV	89005	FY 2020		No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.

	Type of Project	If Disposal Project	If Acquisition Project	If Modification of Existing Asset	Real Property Use	Direct Owned, Direct Leased or GSA 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 Fiscal Year Asset Will Leave Inventory	Estimated Fiscal Year Agency Will Occupy New Space	Intend to submit as GSA Consolidation Project	Note/Comments:
	Disposal	Demolition			Warehouse	Direct Owned	R1510301600B		1,930.00	Gross Square Feet	-1,930.00	Boulder	CO	80005	FY 2020		No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.
	Disposal	Transfer			Warehouse	Direct Owned	R0017070200B		3,098.00	Gross Square Feet	-3,098.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Office	Direct Owned	R0017070300B		1,226.00	Gross Square Feet	-1,226.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Warehouse	Direct Owned	R0017070500B		192.00	Gross Square Feet	-192.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Office	Direct Owned	R0017070600B		1,226.00	Gross Square Feet	-1,226.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Warehouse	Direct Owned	R0017070700B		2,888.00	Gross Square Feet	-2,888.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Warehouse	Direct Owned	R0017070800B		192.00	Gross Square Feet	-192.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Warehouse	Direct Owned	R0017070900B		2,240.00	Gross Square Feet	-2,240.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Office	Direct Owned	R0017071100B		2,678.00	Gross Square Feet	-2,678.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Disposal	Transfer			Warehouse	Direct Owned	R0017071200B		720.00	Gross Square Feet	-720.00	Rupert	ID	83350	FY 2020		No	Projection Only - BOR exploring possible title transfer by 2020; Still pending as of now
	Modification of Existing Asset	Colocation		Other Reduction	Office	Direct Owned	R1510300600B		14,600.00	Gross Square Feet	-14,600.00	Boulder	CO	80005	FY 2020		No	Colocation with USGS was agreed to. Contract is being solicited for building renovation. Anticipated USGS move-in date is late CY 2019/early CY 2020.
	Modification of Existing Asset	Colocation		Other Reduction	Warehouse	Direct Owned	R1510301300B		12,300.00	Gross Square Feet	-3,075.00	Boulder	CO	80005	FY 2020		No	Colocation with USGS was agreed to, with USGS receiving 25% of floor space. Anticipated USGS move-in date is late CY 2019/early CY 2020 to coincide with move-in of LCRO Date Bldg 500 Modular Bldg (R1510300600B).
	Disposal	Demolition			Warehouse	Direct Owned	R0372000300B		576.00	Gross Square Feet	-576.00	Ellis	KS	67637	FY 2020		No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
	Disposal	Demolition			Warehouse	Direct Owned	R0271002200B		576.00	Gross Square Feet	-576.00	Webber	KS	66970	FY 2020		No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
	Disposal	Demolition			Warehouse	Direct Owned	R0245007400B		2,400.00	Gross Square Feet	-2,400.00	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245011800B		3,125.00	Gross Square Feet	-3,125.00	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245011900B		2,105.00	Gross Square Feet	-2,105.00	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245012000B		2,732.00	Gross Square Feet	-2,732.00	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245012100B		4,263.00	Gross Square Feet	-4,263.00	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245012400B		810	Gross Square Feet	-810	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245012500B		1543	Gross Square Feet	-1543	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245012600B		2916	Gross Square Feet	-2916	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245015700B		1920	Gross Square Feet	-1920	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Warehouse	Direct Owned	R0245016200B		960	Gross Square Feet	-960	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Office	Direct Owned	R0245019500B		1440	Gross Square Feet	-1440	Loveland	CO	80537	FY 2020		No	Action approved through BOR RfF process. Starting disposal process soon.
	Disposal	Demolition			Office	Direct Owned	R0423000600B		2935	Gross Square Feet	-2935	Winterhav	CA	92283	FY 2024		No	Demolition no later than FY 2024 is under consideration by Yuma Area Office management, but may request retention.
	Disposal	Demolition			Warehouse	Direct Owned	R0423000900B		4000	Gross Square Feet	-4000	Winterhav	CA	92283	FY 2024		No	Demolition no later than FY 2024 is under consideration by Yuma Area Office management, but may request retention.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Warehouse	Direct Owned	R0212004600B		940.00	Gross Square Feet	-940.00	Yuma	AZ	92254	FY 2024		No	Demolition or colocation with Coachella Valley Water District is under consideration by Yuma Area Office management. Area office also exploring title transfer to district.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Warehouse	Direct Owned	R0212004700B		940.00	Gross Square Feet	-940.00	Yuma	AZ	92254	FY 2024		No	Demolition or colocation with Coachella Valley Water District is under consideration by Yuma Area Office management. Area office also exploring title transfer to district.
	Disposal	Lease or OA Termination			Office	Direct Leased	R1510L000200B		33,328.00	Rentable Square Feet	-33,328.00	Albuquerque	NM	87101	FY 2024		Yes	Conversion from Direct Lease to GSA OA.
	Acquisition		OA		Office	GSA OA		TBD	33,328.00	Rentable Square Feet	33,328.00	Albuquerque	NM	87101		FY 2024	Yes	Conversion from Direct Lease to GSA OA. See above.
	Disposal	Demolition			Warehouse	Direct Owned	R0012031200B		1,506.00	Gross Square Feet	-1,506.00	Klamath	OR	97603	FY 2025		No	Projected disposal year is 2025 pending funding
	Disposal	Demolition			Office	Direct Owned	R0012011000B		6,400.00	Gross Square Feet	-6,400.00	Klamath	OR	97603	FY 2025		No	Will be Part of offset for new office building; FfF process started 2018.

	Type of Project	If Disposal Project	If Acquisition Project	If Modification of Existing Asset	Real Property Use	Direct Owned, Direct Leased or GSA OA Asset	FRPP RPLUID**	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 Fiscal Year Asset Will Leave Inventory	Estimated Fiscal Year Agency Will Occupy New Space	Intend to submit as GSA Consolidation Project	Note/Comments:
	Disposal	Demolition			Office	Direct Owned	R0012011700B		1,904.00	Gross Square Feet	-1,904.00	Klamath	OR	97603	FY 2025		No	Will be Part of offset for new office building; FtF process started 2018.
	Disposal	Demolition			Office	Direct Owned	R0012011400B		4,200.00	Gross Square Feet	-4,200.00	Klamath	OR	97603	FY 2025		No	Will be Part of offset for new office building; FtF process started 2018.
	Disposal	Demolition			Office	Direct Owned	R0012011300B		2,688.00	Gross Square Feet	-2,688.00	Klamath	OR	97603	FY 2025		No	Will be Part of offset for new office building; FtF process started 2018.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Office	Direct Owned	R1510321501B		6,684.00	Gross Square Feet	-6,684.00	Phoenix	AZ	85009	FY 2025		No	Demolition or colocation with WAPA is under consideration by Phoenix Area Office management.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Warehouse	Direct Owned	R1510321502B		4,800.00	Gross Square Feet	-4,800.00	Phoenix	AZ	85009	FY 2025		No	Demolition or colocation with WAPA is under consideration by Phoenix Area Office management.
	Disposal	Demolition			Warehouse	Direct Owned	R1510321504B		3,200.00	Gross Square Feet	-3,200.00	Phoenix	AZ	85009	FY 2025		No	Demolition is under consideration by Phoenix Area Office management.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Warehouse	Direct Owned	R1510321505B		7,400.00	Gross Square Feet	-7,400.00	Phoenix	AZ	85009	FY 2025		No	Demolition or colocation with WAPA is under consideration by Phoenix Area Office management.
	Modification of Existing Asset	Colocation or Demolition		Other Reduction	Warehouse	Direct Owned	R1510321506B		4,000.00	Gross Square Feet	-4,000.00	Phoenix	AZ	85009	FY 2025		No	Demolition or colocation with WAPA is under consideration by Phoenix Area Office management.

Non-Office and Non-Warehouse Disposals

Predominant Use Code (dropdown menu)	SF	SF Unit of Measure (dropdown menu)	FRPP RPUID	City	State/US Territory	Zip Code	Disposition Method (dropdown menu)	Projected Disposition Date	GSA Assisted Disposal (dropdown menu)	Notes
60 Service	2340	Gross Square Feet	R0066002400B	OREM	UT	84057	(DM) Demolition	2018	No	
30 Family Housing	572	Gross Square Feet	R0244002100B	KAMAS	UT	84036	(DM) Demolition	2018	No	
30 Family Housing	1588	Gross Square Feet	R0882150200B	DAVIS	OK	73030	(DM) Demolition	2018	No	
30 Family Housing	1323	Gross Square Feet	R0343000100B	BLOOMFIELD	NM	87413	(DM) Demolition	2018	Yes	Disposal completed in FY 2018
60 Service	3528	Gross Square Feet	R0244000200B	PLEASANT GROVE	UT	84062	(DM) Demolition	2018	No	Disposal completed in FY 2018
30 Family Housing	1700	Gross Square Feet	R0031003400B	MONTROSE	CO	81041	(DM) Demolition	2018	No	Disposal completed in FY 2018
60 Service	224	Gross Square Feet	R0132000200B	HELPER	UT	84526	(DM) Demolition	2019	No	
30 Family Housing	975	Gross Square Feet	R0132000100B	HELPER	UT	84526	(DM) Demolition	2019	No	
60 Bldg Service	864	Gross Square Feet	R0222020100B	COULEE CITY	WA	99115	(SL) Sale	2019	Yes	Scheduling GSA Targeted Asset Review
30 Family Housing	1250	Gross Square Feet	R0222020200B	COULEE CITY	WA	99115	(SL) Sale	2019	Yes	Scheduling GSA TAR
60 Bldg Service Shop	3800	Gross Square Feet	R0222329000B	COULEE CITY	WA	99115	(SL) Sale	2019	Yes	Scheduling GSA TAR
						99115				
29 Other Institutional Uses	5200	Gross Square Feet	R0222329100B	COULEE CITY	WA		(DM) Demolition	2019	No	Change in disposal plan. Going to use GSA TAR to determine best disposal method along with associated land disposal-looks like needs to be move to 2019 (Pending Hazmat removal and then Demolition scheduling conflicts)
80 All Other	2100	Gross Square Feet	R0222329200B	COULEE CITY	WA	99115	(DM) Demolition	2019	No	Change in disposal plan. Going to use GSA TAR to determine best disposal method along with associated land disposal-looks like needs to be move to 2019 (Pending Hazmat removal and then Demolition scheduling conflicts)
30 Family Housing	886	Gross Square Feet	R0033007400B	ZILLAH	WA	98953	(DM) Demolition	2019	No	Pending Abatement PR/Contract and Award then work to be accomplished
30 Family Housing	886	Gross Square Feet	R0033007700B	SUNNYSIDE	WA	98944	(DM) Demolition	2019	No	Pending Abatement PR/Contract and Award then work to be accomplished
30 Family Housing	1400	Gross Square Feet	R0416613500B	LEWISTON	CA	96052	(DM) Demolition	2019	No	Due to staff and funding issues, date has been pushed back to 2019.
										Irrigation District planning tentative FY 2019 disposal.
30 Family Housing	1035	Gross Square Feet	R0212002000B	BARD	CA	92222	(DM) Demolition	2019	No	
30 Family Housing	1140	Gross Square Feet	R0526004000B	COALVILLE	UT	84017	(DM) Demolition	2019	No	
30 Family Housing	1140	Gross Square Feet	R0526004700B	MORGAN	UT	84050	(DM) Demolition	2019	No	
30 Family Housing	1140	Gross Square Feet	R0526003300B	MORGAN	UT	84050	(DM) Demolition	2019	No	
30 Family Housing	1140	Gross Square Feet	R0526003700B	COALVILLE	UT	84017	(DM) Demolition	2019	No	
30 Family Housing	528	Gross Square Feet	R0014001300B	SAVAGE	MT	59262	(OT) Other	2020	No	Needs to be sent to HUD
30 Family Housing	944	Gross Square Feet	R0014001500B	SAVAGE	MT	59262	(OT) Other	2020	No	Needs to be sent to HUD
30 Family Housing	1240	Gross Square Feet	R0014001200B	SAVAGE	MT	59262	(OT) Other	2020	No	Needs to be sent to HUD
60 Service	1200	Gross Square Feet	R0296004600B	TOWNSEND	MT	59644	(DM) Demolition	2020	No	Through HUD. Needs a property survey.
30 Family Housing	832	Gross Square Feet	R0017006500B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017006600B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017006800B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017006900B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017007000B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	1032	Gross Square Feet	R0017007100B	HAZELTON	ID	83335	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	1032	Gross Square Feet	R0017007200B	HAZELTON	ID	83335	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017007300B	PAUL	ID	83347	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017007400B	PAUL	ID	83347	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017007700B	PAUL	ID	83347	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
30 Family Housing	832	Gross Square Feet	R0017007800B	PAUL	ID	83347	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
60 Service	5252	Gross Square Feet	R0017070100B	RUPERT	ID	83350	(FT) Federal Transfer	2020	No	Projection Only - BOR exploring possible title transfer by 2020; Still peanding as of now.
60 Service	720	Gross Square Feet	R1510301000B	BOULDER CITY	NV	89005	(DM) Demolition	2020	No	USGS has shown no interest in building due to the high cost of a renovation, so demolition until we hear otherwise.
30 Family Housing	1023	Gross Square Feet	R0328000100B	ENDERS	NE	69027	(OT) Other	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1244	Gross Square Feet	R0495000300B	GLEN ELDER	KS	67446	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	864	Gross Square Feet	R0271000100B	WEBBER	KS	66970	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.

Non-Office and Non-Warehouse Disposals

Predominant Use Code (dropdown menu)	SF	SF Unit of Measure (dropdown menu)	FRPP RPUID	City	State/US Territory	Zip Code	Disposition Method (dropdown menu)	Projected Disposition Date	GSA Assisted Disposal (dropdown menu)	Notes
30 Family Housing	1023	Gross Square Feet	R0328000400B	CAMBRIDGE	NE	69022	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1499	Gross Square Feet	R0492000100B	NORTON	KS	67654	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1074	Gross Square Feet	R0328002800B	MCCOOK	NE	69001	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1023	Gross Square Feet	R0328000800B	TRENTON	NE	69044	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	864	Gross Square Feet	R0276000100B	SHADEHILL	SD	57638	(DM) Demolition	2020	No	Through HUD. Pending budget.
23 School	4415	Gross Square Feet	R1510301400B	BOULDER CITY	NV	89005	Colocation	2020	No	Colocation with USGS was agreed to. Contract is being solicited for building renovation. Anticipated USGS move-in date is late CY 2019/early CY 2020.
80 All Other	288	Gross Square Feet	R0328003000B	MCCOOK	NE	69001	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1023	Gross Square Feet	R0331000100B	BURLINGTON	CO	80807	(DM) Demolition	2020	No	Pending HUD, will submit to GSA for Sale. If not sold, will demolish.
30 Family Housing	1386	Gross Square Feet	R0030010200B	PENDLETON	OR	97801	(SL) Sale	2023	No	Projected but needed for New hire employee - revisit in 2020
30 Family Housing	864	Gross Square Feet	R0012111000B	TULELAKE	CA	96134	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	648	Gross Square Feet	R0012111100B	TULELAKE	CA	96134	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	864	Gross Square Feet	R0012031000B	KLAMATH FALLS	OR	97603	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	1000	Gross Square Feet	R0012032000B	KLAMATH FALLS	OR	97603	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	800	Gross Square Feet	R0012091100B	TULELAKE	CA	96134	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	1050	Gross Square Feet	R0012131000B	TULELAKE	CA	96134	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	450	Gross Square Feet	R0012131100B	TULELAKE	CA	96134	(DM) Demolition	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	1000	Gross Square Feet	R0012141000B	NEWELL	CA	96134	(FT) Federal Transfer	2025	No	Projected disposal year is now 2025 pending funding
30 Family Housing	1095	Gross Square Feet	R0012061000B	MERRILL	OR	97633	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding
30 Family Housing	536	Gross Square Feet	R0012061100B	MERRILL	OR	97633	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding
30 Family Housing	696	Gross Square Feet	R0012061200B	MERRILL	OR	97633	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding
60 Service	2176	Gross Square Feet	R0012014500B	NEWELL	OR	96134	(FT) Federal Transfer	2025	No	Part of land transfer to Parks in California; estimated transfer date 2025
60 Service	2300	Gross Square Feet	R0012011100B	KLAMATH FALLS	OR	97603	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding
30 Family Housing	1408	Gross Square Feet	R0214165100B	RANCHO CORDOVA	CA	95670	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding
30 Family Housing	1408	Gross Square Feet	R0214165400B	RANCHO CORDOVA	CA	95670	(DM) Demolition	2025	No	Projected disposal year is 2025 pending funding

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.....	3
Section II. Request Information and Space Details	4
Section III - Space description.....	5
II.A. Space Justification Details	5
II.B. Proposed Alternative Selection Justification:.....	5
Section IV - Space alternative analysis.....	6

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 Acquisition 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.

Mail Code

1.1.1

MEMORANDUM

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

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 2019 – 2023, 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:

84-27841 (RTrott, CReyes)

84-57000 (CVick, RVidaurrezaga)

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 II. Request Information and Space Details	3
Section III - Space description.....	4
II.A. Space Justification Details	4

SECTION I. REQUESTOR INFORMATION AND SPACE DETAILS

Method of Space Acquisition (Select One):

Co-location GSA Lease Direct Lease Purchase New Construction Data Correction

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

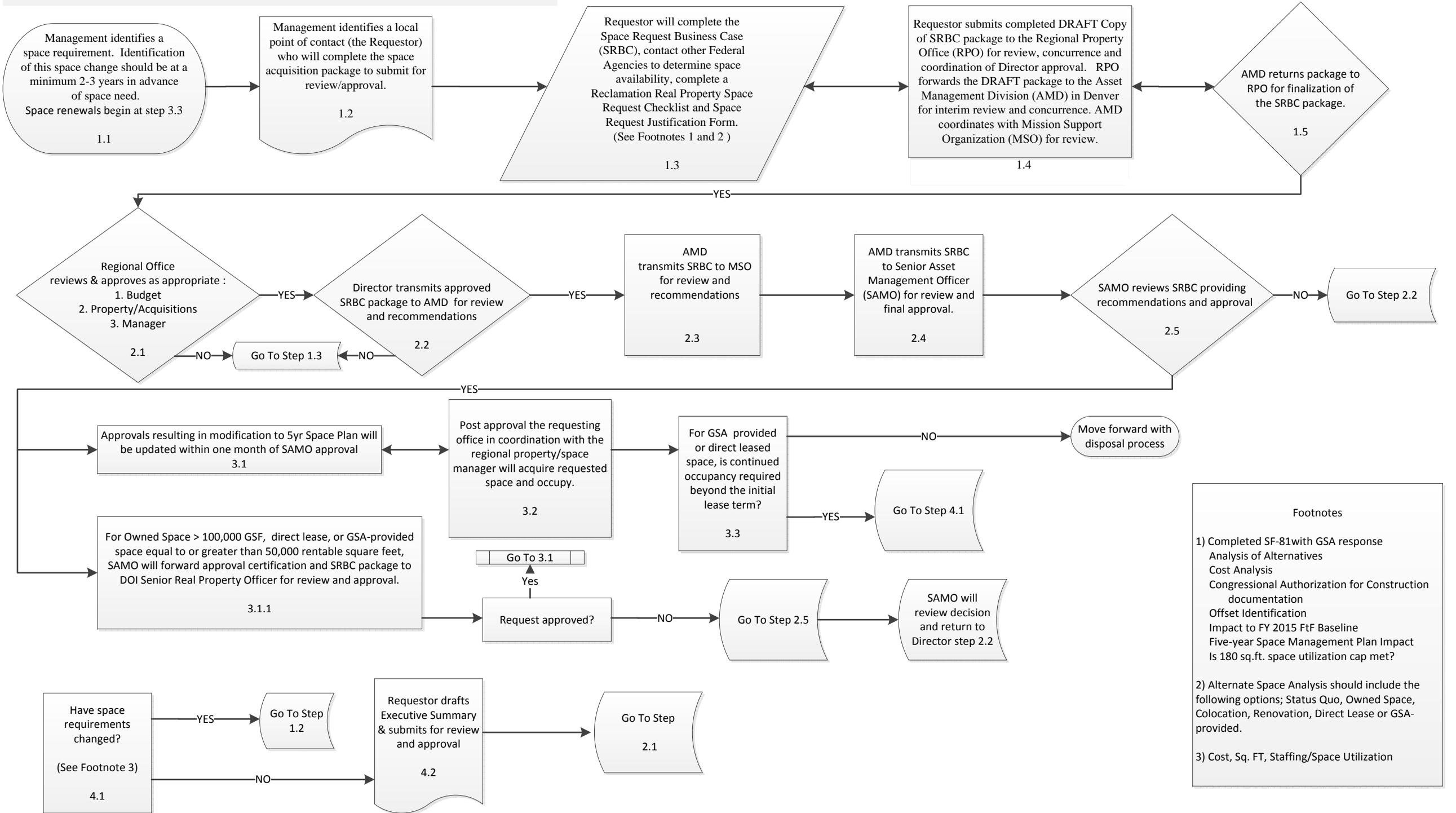
II.A. SPACE JUSTIFICATION DETAILS

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



Footnotes

- 1) Completed SF-81 with GSA response
Analysis of Alternatives
Cost Analysis
Congressional Authorization for Construction documentation
Offset Identification
Impact to FY 2015 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

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, storage units, etc.
- 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.

¹ Statement of Federal Financial Accounting Standards No. 6, ¶78 (<http://www.fasab.gov/pdf/files/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. Space utilized for museum collection management, curation, education, research and storage is NOT considered warehouse space.