Bureau of Reclamation Space Management Plan

Fiscal Years 2024-2030

U.S. Department of the Interior April 2025

Mission Statements

The U.S. Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated Island Communities.

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

Bureau of Reclamation Space Management Plan

Fiscal Years 2024-2030

prepared by

Denver Office

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Approval of the Space Management Plan

Over the more than 120 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 491 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 most of Reclamation's owned facilities now 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 (GSA) 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 Space Management Plan (SMP) has been developed to implement requirements in accordance with 425 Departmental Manual (DM) 2, "Space Management, Strategic Planning and Budgeting"; 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 Acting Senior Asset Management Officer, I approve the goals, strategies, and practices reflected in this SMP. This plan will be updated on an annual basis as Reclamation continues to improve its space management.

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Date: 2025.04.30 12:11:37 -06'00'

Christopher Vick
Chief, Asset Management Office, Dam Safety and Infrastructure
Reclamation Acting Senior Asset Management Officer

Date

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Acronyms and Abbreviations

AMP	Asset Management Plan
AMO	Asset Management Office
CFO	Chief Financial Officer
CY	Calendar Year (January 1 – December 31)
Department	U.S. Department of the Interior
D&S	Directive and Standard
DM	Departmental Manual
DOE	United States Department of Energy
FBMS	Financial and Business Management System
FRPP	Federal Real Property Profile Management System
FY	Fiscal Year (October 1 – September 30)
GSA	General Services Administration
MSO	Mission Support Organization
OA	Occupancy Agreement
OMB	Office of Management and Budget
OM&R	Operation, Maintenance, and Replacement
Reclamation	Bureau of Reclamation
RM	Reclamation Manual
RTF	Reduce the Footprint
SAMO	Senior Asset Management Officer
SF	Square Feet
SAMP	Strategic Asset Management Plan
SMP	Space Management Plan
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 holds approximately 67 percent of the Department of the Interior's constructed assets by value. 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 Values (CRV) for assets are updated annually based on construction cost indices or other engineering cost estimating techniques. As of Fiscal Year (FY) 2024, the CRV for all Reclamation assets currently in the Federal Real Property Profile Management System (FRPP) is $130.1 billion.

Reclamation's SMP supports its overall water and power mission. To successfully carry out our mission, Reclamation continues to invest in repair and maintenance of facilities to ensure 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. Reclamation Portfolio Summary for Office and Warehouse

	Direct Lease Space	Owned Space	GSA-Provided Space	Total
FY 2012 Baseline SF	111,595	2,805,493	1,045,287	3,962,375
FY 2015 Baseline SF	71,628	2,907,729	1,012,543	3,991,900
FY 2024 Reported SF	57,797	2,714,174	963,434	3,735,405

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 (displayed in Chart 1). These increases were the result of additions that were in-progress during FY 2012 and corrections to 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 use of space.

Approximately two-thirds of Reclamation's facilities are operated and maintained by transferred works partners responsible for the repayment of the Project's construction costs. The Federal Government retains title to these facilities; however, operation, maintenance, and replacement (OM&R) responsibilities have been transferred to the responsible operating entity. Since many of our transferred works partners perform duties on Reclamation-owned land, the facilities and buildings needed for day-to-day operations are used and funded by Reclamation transferred works partners. These OM&R responsibilities may require replacement or construction of buildings. Disposal actions and new space acquisitions at transferred works facilities are executed by our partners and often completed without Reclamation oversight. Reclamation is focused on maintaining great working relationships with its transferred works partners to ensure that we are aware of their needs and challenges.

Additionally, 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 should be owned by Reclamation as a necessary Project asset.

I.1 Authorities

Reclamation does not have an "organic act"; instead, it 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 have 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 and hydropower facilities.

II. Roles and Responsibilities

II.1 Senior Asset Management Officer

The Chief, Asset Management Office, Dam Safety and Infrastructure, has been delegated the authority and designated as Reclamation's Senior Asset Management Officer (SAMO) as described in Reclamation's Strategic Asset Management Plan (255 DM 2.1.F. and 255 DM 2.1.G.) (SAMP). For the purpose of this plan, any future changes to the footprint for owned or leased buildings must be certified and approved by the SAMO.

II.2 Chief Financial Officer

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). The CFO will work in collaboration with the SAMO to approve the goals, strategies, and practices reflected in the SMP.

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

Regional 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, recommended actions will be proposed to Reclamation senior leadership by the requesting office to address space impacts on a Reclamation-wide level. Senior leadership will detail the Reclamation-wide impact, relying on information in the SMP and Reclamation space portfolio. Conclusions made by senior leadership are to be used by the requesting office to develop the necessary documentation of the space change or impacts to disposal targets. More details on the space request process are described in Section V.

The table below provides the points of contact within the Denver Office and the regions. The regional program coordinators provide oversight of the space management activities in the region and coordinate the development of business cases for proposed space changes. The Denver Office points of contact are responsible for the review and approval of space request business cases and all reporting to the Department.

Table 2. Reclamation Points of Contact

Denver Office		
Sean Torpey	Acting Deputy Commissioner, Policy, Administration and Budget Chief Financial Officer	202-513-0543
Peggy Mott	Acting Director, Dam Safety and Infrastructure	303-445-3044
Heidi Morrow	Director, Mission Support Organization	303-445-3436
Christopher Felton	Manager, Financial Assistance and Property Management Division	303-445-3117
Christopher Vick	Chief, Asset Management Office Senior Asset Management Officer	303-445-2941
Nicole Carson	Acting Supervisor, Infrastructure and Investment Management Branch	303-445-3198
Nohemi Olbert	Program Analyst, Acting Asset Manager	928-304-4825
Peter Solano	Property Program Manager	303-445-2905
Dena Achord	Bureau Lease Contracting Officer	303-445-2041
Regional Program Coordinators		
Columbia-Pacific Northwest Cody Farmer Mark Barnett	 General Supply Specialist Program Manager	 208-378-5185 208--860-6289
California-Great Basin Alejandra Apaza Matt Overbay	 Space Management Specialist General Supply Specialist	 916-978-5157 916-978-5158
Lower Colorado Basin Kimberly Raaf David Kent	 Supervisory Accountant Program Analyst (Real Property)	 702-293-8511 702-293-8489
Upper Colorado Basin Steven Lord Tamara Miller	 Financial Specialist Supervisory Accountant	 801-524-3666 801-524-3723
Missouri Basin Edward Tucker Kevin Cunningham Angela Johnson	 Supervisory General Supply Specialist General Supply Specialist General Supply Specialist	 406-247-7815 406-247-7612 406-247-7852

III. Portfolio Status

III.1 Overall Reclamation Building Portfolio

In FY 2024, Reclamation's asset inventory accounted for 1,715 owned buildings totaling 4,812,151 square feet (SF), which includes 819 offices and warehouses with a combined total of 2,714,174 SF and OM&R costs of approximately $35.5 million. Table 3 provides a summary of FRPP-owned buildings by building use type. Reclamation's five direct leases for office space represent 57,797 rentable square feet (RSF) of space with annual leasing costs of $1.5 million, inclusive of rent and OM&R costs, as of the end of FY 2024.[1] No direct leases currently exist for warehouse space. Reclamation's 46 GSA OAs for office and warehouse space represent 963,434 RSF of Reclamation's space with costs of roughly $20.4 million, inclusive of rent and OM&R.

Table 3. FY 2024 FRPP-Owned Buildings

Building Use Type	Number of Buildings	Total SF
Comfort Stations/ Restrooms	19	8,720
Communications Systems	31	18,293
Dormitories and Barracks	10	30,480
Family Housing	451	500,303
Facility Security	1	156
Industrial	52	278,780
Laboratories	14	42,262
Office	222	1,176,358
Other Institutional Uses	34	195,890
School	4	43,920
Service/Shop	230	861,873
Warehouses	597	1,537,816
All Other	50	117,300
Totals	**1,715**	**4,812,151**

[1] It should be noted that Reclamation currently has five 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.

Table 4 categorizes Reclamation's offices and warehouses and the associated square footage and OM&R costs by reserved and transferred works, based on FY 2024 FRPP-reported data.

Table 4. FY 2024 FRPP-Owned Offices and Warehouses by Reserved and Transferred Works

Building Use	No. of Owned Buildings	Total Square Feet	Annual Costs
Office	**222**	**1,176,358**	**$28,035,912**
Reserved Total	90	696,722	$27,812,676
Transferred Total	132	479,636	$223,236
Warehouse	**597**	**1,537,816**	**$7,444,825**
Reserved Total	272	880,461	$7,283,485
Transferred Total	325	657,355	$161,340
Grand Total	**819**	**2,714,174**	**$35,480,737**

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. Reclamation continues to manage its space through space reduction, consolidation, and collocation when possible. As illustrated in Chart 1 below, Reclamation has made significant progress in reducing its office and warehouse space footprint under RTF.

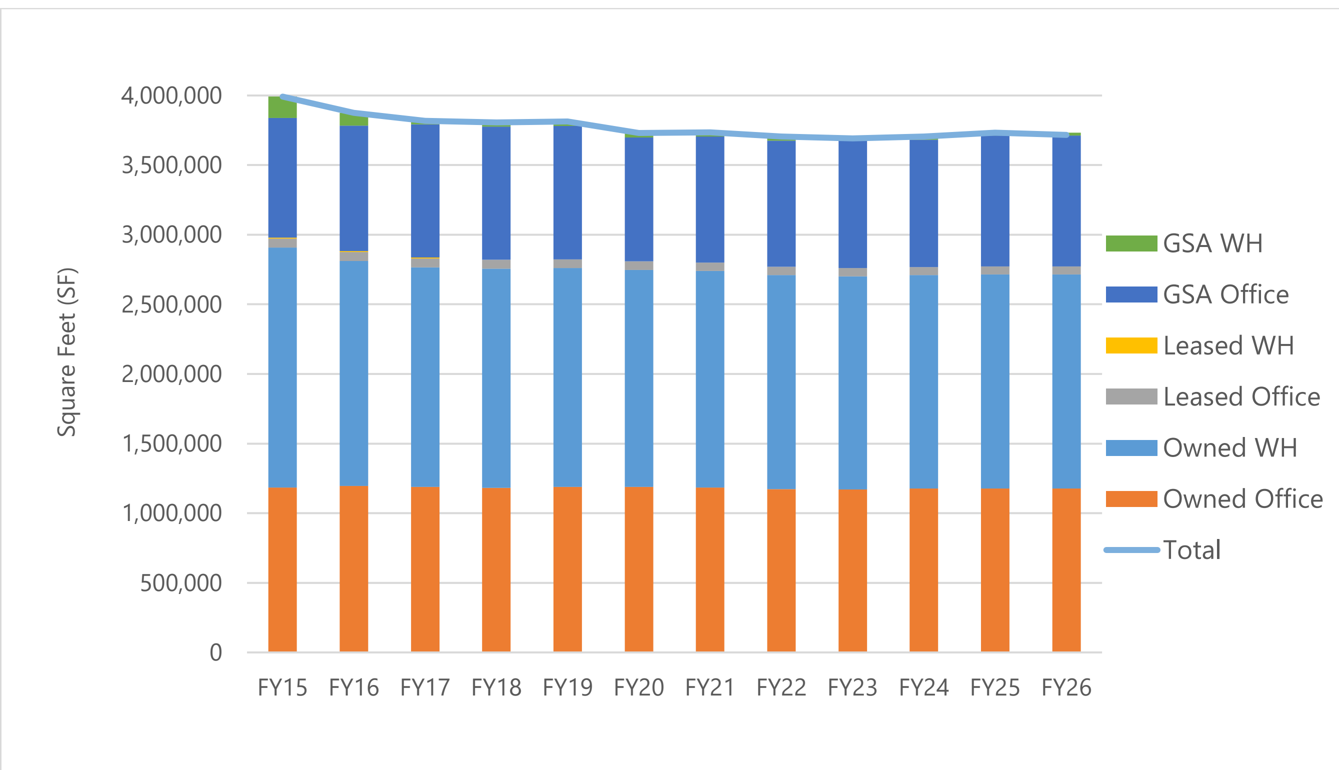

Chart 1. Reclamation RTF Space Performance by Fiscal Year

In administering RTF, Reclamation adheres to its space request approval process to account for space changes and increases. 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 actions for FY 2025 through FY 2030 can be found in Appendix A – Bureau of Reclamation SMP Tables.

IV. Reduction Targets

Those assets listed in the FRPP as "Not Mission Dependent" are the opportunities for disposal. 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 determines 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 819 office buildings and warehouses, of which 457 have been contractually 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 continues to explore title transfer opportunities that would transfer ownership of eligible facilities to transferred works partners. Particularly with the additional authority granted under the John D. Dingell, Jr. Conservation, Management, and Recreation Act of 2019, Reclamation has been able to efficiently streamline the title transfer process. Reclamation's space to manage would be roughly 2,619,851 SF if it were to exclude transferred facilities, as outlined in Table 5.

Table 5. Reclamation FY 2024 Office and Warehouse Space Excluding Transferred Works

Building Use by Space Type	Number of Buildings	Sum of SF	Annual Costs
Office	**127**	**1,717,953**	**$49,736,749**
Owned – Reserved	90	696,722	$27,812,676
Direct Lease	5	57,797	$1,525,264
GSA Provided	32	963,434	$20,398,809
Warehouse	**276**	**901,898**	**$7,605,273**
Owned – Reserved	272	880,461	$7,283,485
Direct Lease	0	0	$0
GSA Provided	4	21,437	$321,788
Reported Total	**403**	**2,619,851**	**$57,343,022**

As Reclamation's assets continue to age, it becomes a challenge to dispose of assets that may be designated as historically significant and can no longer be disposed without additional coordination with the National and/or State Historic Preservation Office, as appropriate. This has the potential to impact Reclamation's ability to meet 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 used to set reduction targets. There are multiples steps within the process that may delay 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 when the reductions will plateau and further reductions may no longer be possible. Reclamation will continue to evaluate all space in relation to mission needs and will reduce space when possible.

IV.1 Reduction Targets for Office and Warehouse Space

Reclamation's net reduction targets include acquisitions and planned disposal actions approved via its space request approval process. Targets are based on the most current information for realistic disposal plans for Reclamation's office and warehouse buildings, as validated by Reclamation's regional offices.

Table 6. FY 2026-2030 Domestic Office and Warehouse SF Reduction Targets

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Office Target (Net SF Reduction)	16,692	2,250	1,440	0	0
Warehouse Target (Net SF Reduction)	7,386	6,806	6,528	0	0

In FY 2024, Reclamation experienced a net decrease in office and warehouse space footprints as a result of seven disposals, totaling 11,366 SF. A detailed list of all planned acquisitions and disposals for office and warehouse space in FYs 2025-2030 can be found in Appendix B – Bureau of Reclamation RTF Office and Warehouse Actions.

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

Table 7 displays Reclamation's non-office and non-warehouse reduction targets for FYs 2026-2030. At this point in FY 2025, Reclamation has completed 8 disposals, totaling 35,942 SF; as well as identified 39 others planned to be completed by fiscal year end, totaling 82,567 SF. Though there is not a specified requirement to reduce non-office and non-warehouse space, Reclamation continues to identify opportunities for reducing its footprint and improving its utilization of all space. A detailed list of non-office and non-warehouse disposal targets for FYs 2025-2030 can be found in Appendix C – Bureau of Reclamation RTF Non-Office Non-Warehouse Actions.

Table 7. FY 2026-2030 Disposal Targets for Non-Office, Non-Warehouse Buildings

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Disposal Target (Net SF Reduction)	15,115	6,197	6,168	0	0
Disposal Target (Number of buildings)	17	2	2	0	0

Reclamation is targeting a reduction of 103,429 SF between FY 2025-2030 for owned, non-office and non-warehouse space. As disposal projects must compete against limited budgets, increasing the number of disposals for non-office and non-warehouse buildings will take additional coordination for long-term budgeting and planning. Due to these constraints, as well as Reclamation's aggressive approach to reduce all space during the initial implementation timeframe, Reclamation has not yet identified additional reduction targets for owned, non-office and non-warehouse space in FYs 2029 and 2030. Understanding that projects may shift, it is possible that Reclamation will complete disposals for owned, non-office and non-warehouse space in those respective fiscal years.

IV.3 Maintenance of Freeze the Footprint Baseline

Reclamation ensures 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 use and disposal of unneeded assets in a cost-effective manner.

Owned Buildings

Although Reclamation has lengthened the service lives of its facilities through its asset management 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 to minimize the risk of not achieving Reclamation's business objectives, such as RTF.

Direct Leases

Reclamation is proactive in its leased and GSA-provided space management program to fulfill mission-related needs and requirements while ensuring economical assignments and use of space. Reclamation continues to consolidate and transition from direct leased space into owned space. From FY 2012 through the end of FY 2024, Reclamation reduced direct leases by 52,644 RSF 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 fluctuating 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. As of 2017, GSA transitioned to 10-year rates for occupancies. All OAs have been updated to the 10-year rates as of FY 2022. The shell or "as is" rent will be reset every 10 years. However, if additional capitalized shell replacements or improvements are made, the shell rate will be adjusted every 5 years to reflect the additional investment.[2]

Additionally, GSA recently passed an order regarding the baseline minimum security standards in federally owned facilities under the jurisdiction, custody, and control of GSA. The order established baseline minimum security standards regarding Video Surveillance Systems (VSS) and Intrusion Detection Systems (IDS). In accordance with the Interagency Security Committee Risk Management Process (2022), it is the responsibility of the occupant agency in a single-occupant facility and the Facility Security Committee in a multi-occupant facility to provide the necessary funding for the installation, operation, maintenance, repair, and replacement of these security equipment items. For purposes of this order, the term "security equipment" is expressly limited to the VSS and IDS in the common areas and exterior of the facility. Only within the past month have agencies been provided with an estimate of their share of the costs. 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

The Department 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, the Department issued a policy in 2011 reducing the standard by 10% to 180 USF/person average maximum. Then again in 2024, the Department revised the policy to a maximum utilization rate of 150 USF/person under Memorandum No. 2024-01 (Implementation of Occupancy Metrics for Office Space) This Memo also directs agencies to target a minimum average annual occupancy of 60% in all office space that exceeds the policy threshold of 50,000 USF or greater. The current space utilization standard will be the basis for a space design standard with additional guidance provided by 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.

Future of Work Space Strategy

In July 2022, OMB issued Memorandum M-22-14, *FY 2024 Agency-wide Capital Planning to Support the Future of Work,* restarting the real property capital planning process as a follow-on effort to M-21-25, *Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry*

[2] For a detailed description regarding leased space and GSA-provided space escalations, consult GSA's PBS Pricing Desk Guide, 5th Edition, dated August 1, 2020.

Personnel Policies and Work Environment. M-21-25 directs agencies to consider workspace/workplace usage, mobility assessments, and opportunities to integrate remote work and sharing of spaces among Federal agencies into mid- and longer-term real estate/property strategies.

The Office of Acquisition and Property Management has provided assistance by developing its Space Working Groups (formerly Future of Work Space) Strategy to provide a common approach to optimizing space in a post-reentry environment. The Department has tasked bureaus to focus efforts on locations with concentrations of administrative functions at commercially leased or GSA-provided office space, such as headquarters or regional/state locations. For those locations, implementation teams will establish space reduction targets that align with bureau requirements and broader departmental space management policy. Teams will revise their overall RTF targets to reflect these new reduction targets. In addition to the space utilization standard of 150 USF, on-site person, telework, and remote work data is incorporated into the reduction targets. There are four implementation teams establishing charters and space optimization plans: Albuquerque, Phoenix, Portland, and Sacramento. A fifth team, Denver, is the furthest along in project construction activities.

Reclamation is an active member in the Albuquerque group and supportive member in the Phoenix, Portland, and Sacramento groups. In some markets, Reclamation is undersized via the RTF computation based upon the number of current FTE and vacant positions. There are concerns that there may be slowing of working group momentum caused by lackluster attendance of group members, and the ultimate cost of the projects may be overly burdensome. Reclamation will work with GSA in separate space projects to ensure current direct leases will be turned over to GSA leases in the event the work groups fall behind schedule or disband.

In addition, Reclamation will continue to work to identify space reduction opportunities beyond the focused locations and incorporate into the RTF targets.

V. Compliance Internal Controls

This section represents Reclamation's implementation and compliance of the RTF program requirements. A Reclamation Manual (RM) D&S to support these internal controls is forthcoming.

V.1 Space Request Approval Processes

All levels of management are responsible to annually review all space needs to ensure compliance with Department and Reclamation space management policies and guidelines. Reclamation's SMP is leveraged in the annual review process. This review will include, but will not be limited to, employee count and workload changes (i.e., mission-related work/projects) that may impact space requirements. Increases and decreases in space are to be identified at the earliest point in time as possible, and, at a minimum, the process to seek approval for changes in space should begin internally at least three and a half years in advance from the time space is needed. Outreach to GSA should follow directly after internal approval and no later than three years in advance.

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 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 D – Bureau of Reclamation Real Property Space Request Business Case Template). The cost associated with disposing of 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 and meeting to review Reclamation's space portfolio and associated SMPs. The senior leadership will determine the impact to Reclamation's portfolio and conclusions relative to the space change.

The Requestor shall conduct market research to evaluate the space change/acquisition alternatives, complete the GSA Standard Form 81 (SF-81) Request for Space (if applicable),[3] SRBC, and Space Request transmittal memorandum (Appendix E). The Requestor will collaborate with local and regional management to develop and refine the space change justification, validate current staffing counts for those individuals who will occupy the space,[4] identify funding, and select the preferred alternative.[5]

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

- Alternative 0 – Status Quo
  The narrative for this alternative should describe the impacts if the request for space is not approved, including impacts to mission, services, etc. to the public and/or Reclamation's constituents.

- Alternative 1 – Co-location
  The narrative for this alternative should describe opportunities within the local market to co-locate within Reclamation-owned space with other Department bureaus/agencies or other Federal agencies outside of the Department.

- Alternative 2 – GSA-Provided Space
  The narrative for this alternative should describe opportunities to acquire GSA-provided space, including GSA-owned facilities and/or commercially leased facilities by GSA for Reclamation.

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[3] The GSA SF-81 can be found at: https://www.gsa.gov/reference/forms/request-for-space.
[4] 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 counted, including but 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.
[5] Reclamation utilizes the Federal Activities Inventory Reform Act Inventory Application to develop Federal employee personnel counts for FRPP reporting.

- Alternative 3 – Construct New Building/Facility
- Alternative 4 – Purchase of an Existing Building/Facility
- Alternative 5 – Modify Existing Building/Facility
- Alternative 6 – 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
- Alternative 7 – Other (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 evaluated and establishes it as the preferred alternative.

The final SRBC shall consist of:

- Transmittal Memorandum (cover to the SRBC)
  - To the Director, Dam Safety and Infrastructure (86-67000)
  - Courtesy Copy (cc):
    - MSO, Property Management Branch Manager (84-27100), and the
    - Dam Safety and Infrastructure, Asset Management Office (AMO) Manager (86-67200)
- 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, authority, 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 Building/Facility
    - Alternative 4 – Purchase of an Existing Building/Facility
    - Alternative 5 – Modify Existing Building/Facility
    - Alternative 6 – Direct Lease Space
    - Add additional alternatives as necessary
  - B. Each alternative should include a life-cycle cost analysis for all viable options to determine the best value that includes:
    - Rent comparison (existing and/or old space versus new space)
    - Service Contract(s) Costs:

- Maintenance Contracts and GSA Preventative Maintenance Agreements for Agency-Owned Equipment
- Service Contracts (i.e., Security/Janitorial)

▪ Utility Costs
  - Gas/Electric/Oil
  - Water/Wastewater
  - Solid Waste Removal

▪ Taxes – if applicable

▪ Tenant Improvement/Build-out Costs

▪ Moving Costs/Storage Fees – if applicable

- Supporting Attachments
  - GSA SF-81 – Request for Space
  - Supportive Market Data for each Alternative[6]
  - Photographs supporting business case information
  - Associated plans and drawings for proposed space change

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

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

- Renewal of space with no change in square footage
- Reduction in space (excluding disposal)
- Changes to a predominate use that is not office or warehouse
- Data corrections to reported square footage (often due to 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 Dam Safety and Infrastructure, AMO Manager (86-67200). The template of the abbreviated business case can be found in Appendix F.

All space requests must go through local and/or regional internal reviews prior to transmittal to the SAMO. Requests require approving signatures from the requesting field/area managers and/or regional director 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 resubmitted through the routing process for review and approval. In some cases, the Requestor

[6] 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, and Reclamation's government estimate to construct an owned facility.

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. To reduce the number of business cases returned for missing information, it is strongly recommended that draft business cases be sent for review by AMO in Dam Safety and Infrastructure and the Property Management Branch in MSO 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 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 confirm 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 G – Bureau of Reclamation Space Request Process.

V.2 Approvals

New Leases, Acquisitions, Expansions, and Disposals

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 Department's Senior Real Property Officer (SRPO) and 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 best 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 an Interagency Agreement for co-location of space.
- Submit to GSA the completed SF-81 and necessary documentation to generate an OA for GSA-provided space. The designated Reclamation Leasing Contract Officer will be the liaison and signature authority on all space actions with GSA.

- Work with a 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 a designated Leasing Contract Officer and local Acquisitions Contracting Officer construction contracts for space modifications to existing space or 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 and regional, area, and field offices shall notify the MSO, Property Management Branch Manager (84-27100), Dam Safety and Infrastructure, AMO Manager (86-67200), 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 (i.e., 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 Reclamation'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 Reclamation's baseline.

V.3 Certification

Approvals shall be documented through Reclamation's SAMO's signature on the SRBC. The Department's SRPO's signature is also required for space that exceeds the approval threshold described in the following section.

V.4 Submission to Department of the Interior 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 exceeds 100,000 SF or directly leased or GSA-provided space equal to or greater than 50,000 SF shall be forwarded to the Department's SRPO for review and approval. Requests 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. Reclamation's V&V process is implemented to ensure compliance with Departmental policies, RM D&S, real property reporting requirements, and programmatic responsibilities associated with the data reported to the FRPP (Reduce the Footprint, OM&R cost reporting, etc.).

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 (i.e., 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 generally limited to oversight.

Other challenges include:

1. <u>Reducing square footage per person in office space</u>: Costs associated with reconfiguration of space would be an initial investment in reducing GSA space. Reducing square footage in Reclamation-owned buildings is unlikely because 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 their number within a Reclamation-owned building.

2. <u>Lease terminations</u>: Reclamation is projected to have five direct leases by the end of FY 2025. 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, Wyoming) or Reclamation is required to co-locate with other agencies for mission requirements. For

example, Reclamation's Central Valley Operations Office co-locates with the State of California's Department of Water Resources and the National Weather Service at a Joint Operations Center in Sacramento, California.

3. Returning 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 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, as 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. 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/D&S (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 RM 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 2024, Reclamation issued updated space management memorandum directing the regions to adhere to the 150 usable square feet per person utilization rate for new space acquisitions and modifications to existing space (including renovations and reconfigurations). The memorandum states: "The space utilization rate shall meet the calculated rate of 150 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 SAMP describes practices and strategies to evaluate and manage Reclamation's infrastructure. It tiers off the Department's AMP and sets forth Reclamation's overall asset management framework. Reclamation's SAMP describes preventive maintenance, monitoring, preservation, life extension, and replacement strategies that will maintain benefits to Reclamation's customers.

Reclamation continues to pursue reductions in OM&R costs, such as equipment sharing and use of excess material. However, as previously stated, Reclamation's infrastructure poses a challenge for reducing OM&R in that more maintenance is often required to extend asset service life and address changing conditions. Reclamation will continue to identify opportunities to consolidate offices and co-locate with other bureaus as means of reducing and optimizing space. Additionally, Reclamation continues to explore opportunities to transfer titles of facilities when possible.

Effective space management will require more efficient and cost-effective operations of Reclamation's existing building and warehouse assets. Reclamation will also utilize verifiable, consistently collected data from the designed energy component of FBMS to carefully track and evaluate the cost and usage of different energy types and water by existing building and warehouse assets. Data on such costs 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.

Additionally, Reclamation's Energy Management Program offers opportunities to increase efficiency and cost savings 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 continues to assess over 40 facilities for energy and water efficiency compliance in accordance with the Energy Independence and Security Act and the Energy Act of 2020, and based on these assessments, has identified projects to target for energy and water efficiency upgrades and operational improvements to meet statutory requirements. Reclamation will continue to conduct additional energy and water evaluations as required by statute, to establish baselines, identify efficient operational measures, and monitor performance.

VIII. Accomplishments and Planned Actions

VIII.1 FY 2024 Accomplishments

- Reclamation's Missouri Basin (MB) Region demolished five warehouse buildings totaling 9,924 SF.
- The following owned buildings were disposed in FY 2024:

Table 8. FY 2024 Completed Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
LOVELAND SERVICE AREA-SURPLUS W-H-BLDG G	Warehouse	Loveland, CO	2,916
LOVELAND SERVICE AREA-9 STALL GARAGE-BLDG E	Warehouse	Loveland, CO	2,105
FLATIRON YACC STORAGE BLDG	Warehouse	Loveland, CO	960
LOVELAND SERVICE AREA-LUMBER & CEMENT SHED-BLDG H	Warehouse	Loveland, CO	1,543

Building Name	Building Use	Location	Size (SF)
FLATIRON POWERPLANT-QUONSET GARAGE	Warehouse	Loveland, CO	2,400
CHAMA GARAGE STORAGE	Warehouse	Chama, NM	288
		Total SF	**10,212**

VIII.2 FY 2025 Planned Actions

- The following owned buildings have completed or are targeted for disposal in FY 2025:

Table 9. FY 2025 Completed Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
PERMANENT CAMP CANYON FERRY-STORAGE SHED	Warehouse	Helena, MT	245.000
500 KV FIRE PROTECTION PUMP HOUSE	Industrial	Grand Coulee, WA	480.
115 KV SWITCHYARD CONTROL	Industrial	Grand Coulee, WA	3,344
230KV SWYD RELAY HOUSE	Industrial	Grand Coulee, WA	1,710
500KV SWYD SERVICE BLDG	Industrial	Grand Coulee, WA	21,624
230KV SWYD MAINTENANCE SHOP	Industrial	Grand Coulee, WA	5,880
RAS BUILDING	Industrial	Grand Coulee, WA	835
230KV SWYD STORAGE BLDG	Industrial	Grand Coulee, WA	1,824
		Total SF	**35,942**

Table 10. FY 2025 Planned Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
KIRWIN DAM & RESERVOIR-STORAGE	Warehouse	Kirwin, KS	1,536
Seminoe Powerplant & Govt Camp-Office	Office	Sinclair, WY	691
LOVELAND SERVICE AREA-10 STALL GARAGE-BLDG D	Warehouse	Loveland, CO	3,125
LOVELAND SERVICE AREA-12 STALL GARAGE-BLDG L	Warehouse	Loveland, CO	2,732
LOVELAND SERVICE AREA-14 STALL GARAGE-BLDG K	Warehouse	Loveland, CO	4,263
LOVELAND SERVICE AREA-OIL & PAINT STORAGE SHED-BLDG P	Warehouse	Loveland, CO	810
2 STALL GARAGE-BLDG L	Warehouse	Loveland, CO	1,920

Building Name	Building Use	Location	Size (SF)
Dunnigan WD Storage	Warehouse	Dunnigan, CA	3,259
YAO- OFFICE BLDG, (NEW) EHRENBERG FIELD OFFICE	Office	Ehrenberg, AZ	2,400
Waters User Office (Lyman)	Office	Mountain View, WY	1440
Ft Berthold Rural Wtr Sys Admin & Maint Bldg	Office	New Town, ND	3,600
Project Headquarters-District Office	Office	Norman, OK	800
WAREHOUSE, STORAGE 143 - CASCADE	Warehouse	Cascade, ID	624
HOUSE	Family Housing	Savage, MT	1,240
HOUSE	Family Housing	Savage, MT	528
HOUSE	Family Housing	Savage, MT	944
Seminoe Powerplant & Govt Camp-House-Crew Quarters	Family Housing	Sinclair, WY	2,138
Seminoe Powerplant & Govt Camp-House	Family Housing	Sinclair, WY	1,450
Seminoe Powerplant & Govt Camp-House	Family Housing	Sinclair, WY	1,450
Seminoe Powerplant & Govt Camp-House	Family Housing	Sinclair, WY	1,450
Seminoe Powerplant & Govt Camp-House	Family Housing	Sinclair, WY	1,450
Seminoe Powerplant & Govt Camp-House	Family Housing	Sinclair, WY	1,450
SHADEHILL DAM & RESERVOIR-HOUSE	Family Housing	Shadehill, SD	864
CARETAKER FAC RED WILLOW DAM-BOAT HOUSE	Service	McCook, NE	288
Norton Dam & Reservoir-Garage-Shop	Service	Norton, KS	1,152
DRY FALLS JUNCTION SHOP	Service	Coulee City, WA	3,800
DRY FALLS JUNCTION RESTAURANT	Other Institutional Uses	Coulee City, WA	5,200
DRY FALLS JUNCTION GAS STATION/MINI MART	All Other	Coulee City, WA	2,100
NORTH UNIT ID/DTCHRDRS RES (A64),GARAGE,BARN	Family Housing	Madras, OR	1,080
TID NEWELL HQ SHOP	Service	Newell, OR	2,176
NIMBUS FISH HATCHERY RES. 40	Family Housing	Rancho Cordova, CA	1,408
NIMBUS FISH HATCHERY RESIDENCE 41	Family Housing	Rancho Cordova, CA	1,408

Building Name	Building Use	Location	Size (SF)
TRINITY DAM RESIDENCE 2	Family Housing	Lewiston, CA	1,400
VALE OR ID-AGENCY VALLEY DAM & BEULAH RES	Family Housing	Vale, OR	2,000
2350 GRAHAM BLVD VALE OREGON ID DITCHRIDER HOUSE	Family Housing	Beulah, OR	1,120
FT SMITH-SCHOOL HOUSE	Family Housing	Fort Smith, MT	16,871
Lyman Employee Home	Family Housing	Mountain View, WY	1200
3 Stall Storage Shed (Lyman)	Storage	Mountain View, WY	800
Wash House	All Other	Mountain View, WY	400
		Total SF	**82,567**

VIII.3 FY 2026 Planned Actions

- Reclamation's Lower Colorado Basin Region is negotiating with the Yuma Irrigation District to transfer ownership of several assets, including one 1,500 SF office building and one 4,000 SF warehouse building, in Yuma, Arizona. A title transfer agreement will be in place with physical transfer of assets expected to occur in FY 2026.

- The following owned buildings are targeted for disposal in FY 2026:

Table 11. FY 2026 Planned Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
YUMA IRRIGATION DISTRICT-South Gila Headquarters	Office	Yuma, AZ	1,500
YUMA MESA IDD EQUIPMENT	Warehouse	Yuma, AZ	4,000
MECCA YARD WAREHOUSE (1 OF 2)	Warehouse	Yuma, AZ	940
MECCA YARD WAREHOUSE (2 OF 2)	Warehouse	Yuma, AZ	940
KID HQ GARAGE NO 2	Warehouse	Klamath Falls, OR	1,506
KBAO HEADQUARTERS	Office	Klamath Falls, OR	6,400
KBAO WATER QUALITY OFFICE BLDG.	Office	Klamath Falls, OR	1,904

Building Name	Building Use	Location	Size (SF)
KBAO BOAT STORAGE O AND M STORAGE OFFICES BLDG.	Office	Klamath Falls, OR	4,200
KBAO BIO OFFICE BLDG.	Office	Klamath Falls, OR	2,688
Bard Water District Residence	Family Housing	Bard, CA	1,532
KID HQ COTTAGE	Family Housing	Klamath Falls, OR	864
KID HQ COTTAGE NO 2	Family Housing	Klamath Falls, OR	1,000
TID HQ GARAGE	Family Housing	Tulelake, CA	800
TID D PUMP COTTAGE	Family Housing	Tulelake, CA	1,050
TID D PUMP GARAGE	Family Housing	Tulelake, CA	450
TID NEWELL COTTAGE	Family Housing	Newell, CA	1,000
ANDERSON-ROSE DAM, COTTAGE NO 1 (TID)	Family Housing	Merrill, OR	1,095
ANDERSON-ROSE DAM GARAGE 1 (TID)	Family Housing	Merrill, OR	536
ANDERSON-ROSE DAM GARAGE 2 (TID)	Family Housing	Merrill, OR	696
KBAO GARAGE A O AND M SHOP/VEHICLE STORAGE	Service	Klamath Falls, OR	2,300
TID BLOODY POINT COTTAGE	Family Housing	Tulelake, CA	864
TID BLOODY PT GARAGE	Family Housing	Tulelake, CA	648
NORTH UNIT ID / DTCHRDRS RES (M63)42,GARAGE,BARN	Family Housing	Madras, OR	1,080
NORTH UNIT ID / DTCRDRS GAR FR (M63)43-CMB W 0112004200B	All Other	Madras, OR	400
NORTH UNIT ID / DTCRDRS GAR FR(M58 11)48CB W 0112004800B	All Other	Madras, OR	400
NORTH UNIT ID / DTCRDRS GAR FR (M64)45-CMB W 0112004500B	All Other	Madras, OR	400
		Total SF	**36,913**

VIII.4 FY 2027 Planned Actions

- The following owned buildings are targeted for disposal in FY 2027:

Table 12. FY 2027 Planned Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
District Office	Office	Altus, OK	2,250

Building Name	Building Use	Location	Size (SF)
General Warehouse	Warehouse	Altus, OK	3,192
Garage BUOY	Warehouse	Altus, OK	3,388
Bldg Storage Shed Outbuilding	Warehouse	Altus, OK	226
General Property-Machine Shop	Service	Altus, OK	3,000
Auto Repair Shop	Service	Altus, OK	3,192
		Total SF	**15,248**

VIII.5 FY 2028 Planned Actions

- The following owned buildings are targeted for disposal in FY 2028:

Table 13. FY 2028 Planned Disposals – Owned Buildings

Building Name	Building Use	Location	Size (SF)
FOLSOM DAM SUPERVISORS CONF ROOM	Office	Folsom, CA	1,440
PALISADES DAM VEHICLE STORAGE BLDG	Warehouse	Irwin, ID	2,880
PALISADES DAM WAREHOUSE AND OFFICE	Warehouse	Irwin, ID	3,360
PALISADES DAM PAINT STORAGE BLDG	Warehouse	Irwin, ID	144
PALISADES DAM OIL STORAGE BLDG	Warehouse	Irwin, ID	144
PALISADES DAM GARAGE / FIRE STATION	All Other	Irwin, ID	2,688
PALISADES DAM GENERAL MAINTENANCE SHOP	Service	Irwin, ID	3,480
		Total SF	**14,136**

VIII.6 FY 2029-3030 Planned Actions

- Reclamation currently has no planned actions for FY2029-2030.

IX. Appendices

Appendix A – Bureau of Reclamation SMP Tables
Appendix B – Bureau of Reclamation RTF Office and Warehouse Actions

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