

## Department of the Interior Departmental Manual

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**Effective Date:** 9/22/06  
**Series:** Real Property  
**Part 425:** Space Management  
**Chapter 3:** Proposal Preparation

**Originating Office:** Office of Acquisition and Property Management

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### 425 DM 3

**3.1 Purpose.** This chapter establishes policy governing the development of proposals for the construction or acquisition of space.

**3.2 Scope.** The provisions of this chapter apply to the entire current portfolio of space Department-wide, covering space that is in the process of being planned, purchased, leased, GSA-assigned, constructed, rehabilitated and renovated. It also applies to space received through donations, and intra- and inter-agency transfers.

**3.3 Responsibilities.** Bureaus and offices are responsible for:

- A. Adopting these procedures and formats for their space management programs, and
- B. Ensuring adherence to these policies while working through the Bureau Senior Asset Management Officer and the Departmental Senior Real Property Officer.

**3.4 Alternatives for Acquiring Space.** Two primary alternatives should be considered when acquiring space:

- A. All bureaus and offices are required to contact the GSA prior to instituting any space action to determine if any suitable government-controlled space is available that would meet the space needs of the bureau or office. If government-controlled space is available that meets the need, then the existing government-controlled space must be used to fulfill the space requirements.
- B. If no government-controlled space is available that meets mission needs, an analysis of the alternatives, and an assessment of the risks must be made for acquiring space through other means, including, but not limited to DOI leased, GSA-assigned, constructed, and donated space.

**3.5 Proposal Development.** The Justification for New or Expanded Space template is to be used to request and/or report any increase to the existing inventory of space or when a proposal requires approval and reporting (See Appendix 1). Once approval and reporting requirements

are satisfied, these changes must be incorporated into the multi-year plan. The multi-year plan shall be reported to the Departmental Space Coordination and Budget Offices.

## Appendix 1

### Proposed Governance Structure Threshold Approval and Reporting Levels

Threshold Levels	Reporting Requirement	Approval Requirement						
	Report to Dept. Space Coordination Office	Bureau Investment Review Board(s)	Bureau Senior Asset Management Officer	Bureau Director	Departmental Space Coordination Office	Asset Management Team	Dept. Senior Real Property Officer	GSA
Under \$100,000 Net Annual Rent	✓							If Applicable
\$100,000 to under \$1,000,000 Net Annual Rent	✓	✓	✓					If Applicable
\$1,000,000 to under Prospectus Level	✓	✓	✓	✓	✓	✓	✓	
Over Prospectus Level (as referenced in FMR Section 102-73.35)	✓	✓	✓	✓	✓	✓	✓	✓

Note:

1. Net Annual Rent = Base rent and does not include utilities, taxes, O&M cost or security.
2. "If Applicable" refers to use of the delegated lease authority.

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