

REVISED TEMPLATE
Bureau 5-Year Space Management Plans

BACKGROUND:

The Bureau 5-Year Space Management Plan provides a framework, strategic vision, and plan of action for effective bureau/office space management. The Plan is a dynamic document for use by bureau/office management to implement space goals, including reduction, consolidation, collocation, and disposal. To ensure that facility acquisitions, lease renewals, and relocations are driven by mission-related needs, the Department will develop a multi-year strategic plan based on Bureau/Office 5-Year Space Management Plans. Priority is contingent on reduction, collocation, consolidation, and improved partnership relations. The Department will help bureaus/offices to identify opportunities for reduction, collocation, consolidation, and other actions to improve space utilization and mission support. The accomplishment of this process is through the use of information provided by bureaus/offices on current and future year lease plans, anticipated lease expirations, renewals, and relocations.

The DOI Departmental Manual, DM 425, provides the overall structure, policy, and mission for the Department-wide space management program. Specifically, 425 DM 2.8 contains the requirement for all bureaus/offices, at a minimum, to develop multi-year space management plans.

Submit annual updates by September 15 to the Department's Office of Acquisition and Property Management (PAM) Space Coordination Office. Submission must cover the upcoming fiscal year, the budget year, plus five out-years. The Plan should align with the current OMB Circular A-11, Exhibit-54 submission.

Submit Plans electronically in WORD format to allow integration into the Departmental 5-Year SMP.

PLAN BOILERPLATE

Plans - Will consist of the following components:

- I. Portfolio Description
 - II. Year Overview - For each FY the Plan covers
 - III. Long Term Space Strategic Working Group (Denver) - Update and discussion of strategic planning opportunities
 - IV. (Bureau) Action Items for FY XX - Spreadsheets for each fiscal year extracted from the DOI Financial and Business Management System (FBMS)
- I. Portfolio Description - Should consist of the following information:
- ❖ Structure of bureau/office's space management portfolio broken down by owned, direct leased, and GSA-provided. This process is a high-level overview of the portfolio focusing on providing an understanding of the portfolio size and composition
 - ❖ Brief description of the bureau/office space management organizational responsibilities
 - ❖ Point of contact information for the bureau/office space manager, real property manager, and lead direct leasing contracting officer, as appropriate
 - ❖ Keep this section to a minimum, but not longer than five pages
- II. Year Overview (each fiscal year addressed) - Should consist of the following information:
- ❖ Discussion of overall bureau/office strategic direction for space management during the years covered. At a minimum, this should address the following questions:
 - Are projected space inventories in compliance with the OMB Reduce the Footprint goals and within the set square feet baseline (detail portfolio's adherence to baseline numbers)?
 - Where is space located and what are opportunities for consolidation/disposal (detail opportunities)?
 - Are there opportunities for collocation and have they been pursued (detail opportunities)?
 - Do consolidation opportunities exist (detail opportunities)?
 - Have changes in the bureau/office's mission affected the space requirements (explain in detail)?
 - ❖ Explanation of any program changes directly impacting space requirements.

This section should separately address each year beginning with the current fiscal year through the budget year plus five additional years. **Answer all questions/statements from above in detail.**

- III. Long Term Space Strategic Working Group (Denver): Update and discussion of strategic planning opportunities should include the following:
- ❖ Detailed discussion of bureaus involvement with the Working Group
 - ❖ Include a strategic plan for space in the Metropolitan Denver area
 - ❖ Bureau plans that directly assist in outcomes proposed by the Working Group
 - ❖ Detail reductions in square feet at the DFC and surrounding areas completed/planned in support of Working Group goals and activities
 - ❖ Detail collocation of space and services (conference rooms, IT, etc.) completed/planned in support of Working Group

This section should be concise, but thoroughly detailed to explain the strategic goals associated with the Working Group and support by the Bureaus. Limit this section to no more than five pages.

- IV. (Bureau) Action Items for FY XX: Accompanying the Year Overview (for each fiscal year), bureau/office must provide completed data.
- ❖ Spreadsheets are generated by FBMS:
 - Direct Leases - Expiration and planned new leases
 - GSA-Provided – New, expiring, and renewing Occupancy Agreements
 - DOI Owned – Proposed construction, disposal, and period covered
 - ❖ Spreadsheets are created from existing FBMS reports
 - ❖ Bureaus/Offices must run appropriate reports directly from FBMS
 - ❖ Do not create your own separate spreadsheet from non-FMBS data
 - ❖ Reports will require some manual data-entry in the planning column for each asset
 - ❖ GSA-Provided and DL: Spreadsheets are **defaulted** by Expiration Date
 - ❖ DOI Owned: Spreadsheets are **defaulted** by State
 - ❖ Sort line items by Bureau/Office, only if required
 - ❖ Comment Column: If needed, add the column to the *far right side* of the spreadsheet

Under no circumstances are columns to be sorted, added, deleted, or changed in any way, as these spreadsheets will become incorporated into the Departmental 5-Year SMP.

The following chart shows the spreadsheet format. Note the three types of space (GSA provided, direct leased, and owned) contain different information. All cells require (manual) bureau/office data entry for planned actions.

The below spreadsheets are presented here in WORD *only* for efficiency of this TEMPLATE and are not meant for use by bureaus/offices for submission.

(Bureau) Action Items for FY (XX)										
Direct Leases										
FRPP ID Number	Real Property Number	Building Name	Street Address	City	State	Lease Expiration Date	Number of Individuals at Location	Rentable Square Feet	Planned Actions (TO BE COMPLETED MANUALLY BY BUREAU)	Annual Direct Lease Costs

(Bureau) Action Items for FY (XX)												
GSA-provided Space												
Real Property Unique ID	Occupancy Agreement Number	Building Name	Street Address	City	State	Occupancy Agreement Expiration Date	Number of Individuals at Location	Rentable Square Feet	Type of General Purpose Space	Planned Actions (TO BE COMPLETED MANUALLY BY BUREAU)	Annual GSA Billing Total	

(Bureau) Action Items for FY (XX)										
Owned General Purpose Space										
FRPP ID Number	Building Name	Street Address	City	State	Date of Action (disposed, transfer, etc.)	Number of Individuals at Location	Gross Square Feet	Type of General Purpose Space (office, warehouse, laboratory or housing)	Planned Actions (new construction, disposal, consolidation, etc.) (TO BE COMPLETED MANUALLY BY BUREAU)	