

## Department of the Interior Departmental Manual

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**Effective Date:** 9/22/06  
**Series:** Real Property  
**Part 425:** Space Management  
**Chapter 4:** The Multi-Year Plan

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

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### 425 DM 4

4.1 **Purpose.** This chapter establishes policy governing the development of the multi-year plan for space.

4.2 **Responsibilities.** Bureaus and offices are to adopt these procedures and formats for their space management programs and are responsible for ensuring adherence to these policies while working through the Senior Asset Manager and the Bureau Senior Asset Management Officer.

4.3 **Multi-Year Plan.** Bureaus and offices are to submit the multi-year plan annually in accordance with the Asset Management Program (AMP) requirements. It will include all new space proposals, including expansions or reductions approved by the bureau as of the date of the plan. Modifications to the plan will be submitted within one month of the date of the decisions of the Bureau or Office Director.

4.4 **Budget.** It is critical that the upcoming three years of the multi-year plans serve as the basis for the OMB Circular A-11, Exhibit 54, Space Budget Justification, for the full space needs to be budgeted. Variations from the amounts budgeted or reported in OMB Circular A-11, Exhibit 54 as compared to the bureau plan will not be supported by the Department.

4.5 **Bureau or Office Delegations of Leasing.** Bureaus and offices that have delegations for space leasing responsibilities from GSA must use a Real Property Contracting Officer who is warranted and in compliance with Departmental requirements; and ensure that all actions taken are consistent with the multi-year plan. Where programmatically and economically viable, and no existing federal or DOI leased or owned space is suitable, bureaus and offices may request a space leasing delegation from GSA.

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