1.1 Purpose. This chapter establishes Indian Affairs' (IA) space utilization policy and provides the procedures for the Request for Leased Space (RFLS) process. The RFLS review process covers all Direct and GSA leased spaces, including increases and decreases in square footage associated with consolidations, divestitures, space alterations, and tenant improvements. The guidelines in this policy were developed to ensure that IA real property leases are administered and managed in a consistent manner and within current parameters for space utilization and optimization.

1.2 Scope. This policy applies to all programs and offices, including headquarters, regional, and field offices, under the authority of the Assistant Secretary – Indian Affairs (AS-IA), the Bureau of Indian Affairs (BIA), the Bureau of Indian Education (BIE), and the Bureau of Trust Funds Administration (BTFA).

1.3 Policy. It is IA's policy to comply with all laws, regulations, and policy requirements regarding space utilization, and to process requests for space in a timely and consistent manner.

1.4 Authority.

A. Statutes and Regulations.

1) 41 CFR 101-17, Assignment and Utilization of Space

2) 41 CFR 102 - 74, Facility Management

3) 48 CFR Chapter 1, Federal Acquisition Regulation (FAR)

4) 48 CFR Part 570, Acquiring Leasehold Interested in Real Property

5) 40 U.S.C. § 585, Authority for GSA to enter lease agreement

6) 40 U.S.C. § 3307, Congressional approval for major leases

7) 40 U.S.C. Subtitle I, Federal Property and Administrative Services

8) P.L. 81-152, Federal Property and Administrative Services Act of 1949, as amended

9) P.L. 98-369, Competition in Contracting Act (CICA) of 1984, as amended

10) P.L. 114-318, Federal Property Management Reform Act (FPMR) of 2016

11) P.L. 114-287, Federal Assets Sale and Transfer Act (FASTA) of 2016

B. Guidance.

1) Executive Order (E.O.) 13327, Federal Real Property Asset Management

2) E.O. 14274, Restoring Common Sense to Federal Office Space Management

3) Office of Management and Budget (OMB) Memorandum M-25-25, Utilizing Space Efficiently and Improving Technologies Act Implementation (USE IT Act)

4) Federal Real Property Council (FRPC) Guidance, current version

5) Public Building Service Leasing Desk Guide (PBS LDG)

6) GSA USE IT Act and Occupancy Data

GSA USE IT Act and occupancy data website provides the following guidelines, policies, and reporting requirements:

- Sustainability and utilization reporting requirements
- Hybrid workplace utilization policies
- Occupancy and Utilization Reporting Guidelines

7) 425 Department Manual (DM) 1 – 6: Space Management

8) General Services Administration Acquisition Manual (GSAM)

C. Handbooks

1) IA Space Management: Request for Space Handbook, current version

1.5 Responsibilities.

A. Deputy Assistant Secretary – Management (DAS-M) oversees the Office of Facilities, Property, and Safety Management (OFPSM) and provides guidance on a full range of leasing and construction matters. DAS-M approves RFLS requests that are less than $350,000 net annual rent, or $20 million in total contract value and below.

B. Director, OFPSM is responsible for making any final recommendations regarding space changes that are $350,000 or less net annual rent.

C. Real Property Leasing (RPL), OFPSM is responsible for preparing lease and space

policy and guidance consistent with DOI, GSA, and OMB regulations, policies, and procedures. The RPL assists regions with RFLS requests, ensuring that all space requests include required utilization and occupancy documentation.

D. Principal Director for Justice Services and Law Enforcement (PDJLE) and Directors, BIA (DBIA), BIE (DBIE), and BTFA (DBTFA) are responsible for reviewing and approving RFLS requests within their area of responsibility and submitting requests to the RPL office for further review and processing; and are responsible for overseeing space within their respective areas and ensuring compliance with utilization and space assignment guidelines established by the RPL, consistent with current space policies and procedures.

E. Regional Property Officer (RPO) and Accountable Property Officer (APO) are responsible for overseeing property management within their respective regions. Their primary responsibilities include:

1) Advising regional and agency offices on real property and leasing matters;
2) Preparing lease-requirement documents and submitting them to Regional Directors for approval;
3) Coordinating with BRPL, program offices, contracting and budget personnel, and headquarters;
4) Supporting inventories, audits, lease and property records, and corrective actions;
5) Ensuring assets are properly received, tagged, recorded in FBMS, inventoried, transferred, and disposed of;
6) Preventing the loss, waste, fraud, abuse, and unauthorized use of government property;
7) Reviewing and preparing requests for leased space in advance of PDJLE, DBIA, DBIE, or DBTFA review and approval; and
8) Providing oversight and coordination but may not award, modify, or terminate leases unless they hold the required contracting authority.

F. Facilities Investment Review Board (FIRB) is comprised of IA senior executives who serve as the governing body for making executive level decisions on the selection and management of capital investments for construction and leasing portfolio management in support of IA and DOI mission, goals, and objectives. The FIRB is responsible for approving RFLS requests forwarded by the RPL that are in excess of $350,000 net annual rent, or over $20 million in total contract value.

G. Leasing Contracting Officer (LCO) is warranted and appointed by the IA Head of Contracting Activity (HCA). Only an LCO can enter into a lease or modify an existing

lease contract on behalf of the Federal Government.

H. **Office of Human Capital Management (OHCM)** provides verification of all current and funded positions, including supervisors.

I. **Branch of Business Operations (BOBO), OFPSM** is responsible for verifying funding availability for rent, operating costs, and tenant improvements for a proposed full lease term.

1.6 Standards, Requirements, and Procedures.

At no time is any office other than Central Office, Real Property Leasing, OFPSM, to contact or deal directly with GSA and/or any landlord. Only a designated warranted LCO can represent the United States in any GSA or direct lease negotiations, or enter into a lease or modify an existing lease contract, as delegated by GSA.

A. Identify and Justify the Space Need.

When a program/office identifies a need for leased space, they must prepare an RFLS memorandum (a copy of the RFLS memo template can be found on the OFPSM SharePoint site, which is limited to IA employees only). The RFLS memorandum must then be submitted to the appropriate DPJLE, DBIA, DBIE, or DBTFA for review and approval. The RFLS must then be forwarded to the RPL Office. Contact the RPL Office for additional guidance: realpropertyleasing@bia.gov.

The RFLS request memorandum must include the following information:

1) Justify the need for change to leased space;

2) Explain how it is mission-related or supports the mission;

3) Provide any costs associated with changes to leased space that are a direct result of programmatic changes such as increases/decreases in square footage associated with consolidations, divestitures, space alterations, and/or tenant improvements will be funded by the RPL Rent Line.

Note: If a program decides to make any alterations to their space and those are not associated with changes to the terms of a Direct or GSA lease, then the Program is responsible for all associated costs.

4) RFLS requests pertaining to Central Office (CO) space in the Washington D.C. metro area (Washington D.C./Maryland/Virginia) should be sent directly to the RPL.

B. Upon submission of the PDJLE, DBIA, DBIE, or DBTFA approved RFLS memorandum, RPL staff will coordinate with the program to complete the Standard Form (SF)-81, "Request for Space," along with any additional required documentation. General procedures to be followed can be found in the IA Space Management: Request for Space Handbook, and a brief overview is provided under Attachment 1.

C. During the RFLS review process, RPL will develop a budget to be included in Exhibit 54 for the appropriate Budget Year (BY).

D. General Guidelines for Office Space by Position/Level.

General guidelines for office spaces by position/level are illustrated below. These guidelines assist with ensuring that the 150 SF per person utilization rate is achieved and are consistent with Departmental objectives. Current utilization (i.e., space usage) rates are 150 square feet per person inclusive of all square footage within the space footprint, which typically includes file rooms, break rooms, conference rooms, offices, workstations, air and maneuverability circulation space, etc.

Position/GS-Level	Type of Space	*Approximate Square Footage
Senior Executive (SES)	Private Office	150 SF
GS-15, Supervisory	Private Office	100 SF
GS-14, Supervisory	Private Office	100 SF
GS-15 and GS-14, Non-Supervisory	Shared Office or Workstation	80 SF
GS-13 and GS-12	Workstation	80 SF
GS-11 and GS-9	Workstation	64 SF
GS-8 and below	Workstation	64 SF
Contractors	Workstation	64 SF
Hoteling Stations	Workstation	36 SF
Conference Rooms	Private; Enclosed	10 SF average per user Small, medium, or large, depending on need

*The office and workstation sizes noted above are estimates only and are subject to modification as may be required to accommodate utilization rates set by DOI, GSA,

and OMB, and space limitations according to life safety and building codes. These are generally the maximum allowable sizes.

E. Programs should anticipate a lease procurement timeline of approximately 36 months to allow for requirements development, budgeting, solicitation, lease award, tenant improvements (if required), and occupancy. For further information and guidance, or to obtain any documents or forms listed, please contact: realpropertyleasing@bia.gov.

1.7 Reports and Forms.

A. Memo Template, "Request for Leased Space," is located on the IA OFPSM SharePoint site (access is limited to IA employees only).

B. SF-81, "Request for Space," is located on the GSA website here: https://www.gsa.gov/reference/forms/request-for-space.

Approval

JASON BRUNO Digitally signed by JASON BRUNO
Date: 2026.11.19 17:43:21 -05'00'

11/19/26

Jason M. Bruno Date
Deputy Assistant Secretary – Management

Attachment 1: RFS Package Overview

What Happens after the RFS Package has been Received and Approved

