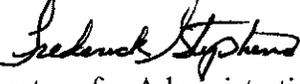




**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

SEP 17 2012

MEMORANDUM FOR: See Distribution List

FROM: Frederick Stephens   
Deputy Assistant Secretary for Administration

SUBJECT: Annual Facilities, Energy, and Environmental Data Call

On October 5, 2009, the President signed Executive Order (EO) 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, in which he called for the establishment of an integrated strategy to “green” the Federal Government and set specific energy and environmental targets for federal agencies. The Office of Management and Budget (OMB) collects sustainability data on an annual basis and generates a Sustainability Scorecard that grades each agency’s progress toward the goals. Last year, we dropped off-target in sustainable buildings and Scope 3 greenhouse gas reduction, and are right on the line in a few other goals. If the Department meets all Sustainability goals, we will save a projected \$29M by 2015. Given the potential cost benefits, it is imperative that we make well-informed business decisions to manage our portfolio of facilities and vehicles.

This year, I request your particular attention to automating your bureau’s data collection process. This will improve data accuracy, alleviate administrative burdens, and eliminate unnecessary reporting delays. Specifically, your offices should be using the Environmental Protection Agency’s Portfolio Manager (free on-line software) to record and track facility utility data, the Federal Real Property Management (FRPM) System to record and validate facility square footage and other data elements that report to the government-wide system, and the Federal Automotive Statistical Tool (FAST) to record and track fleet vehicle data. In an effort to eliminate multiple data calls, this year’s effort has been coordinated between multiple offices. We have also made our bureau five-year plans more comprehensive, integrated, and streamlined by merging the related programs of energy, environmental stewardship, real property management, and fleet management into one spreadsheet.

I also ask that you require your staffs to provide detailed explanations of negative trends, as well as corrective actions, to you prior to submitting your Bureau’s report. Where your Bureau falls short of a goal, it is imperative that an explanation be provided along with a viable corrective plan of action.

This annual report has been intentionally aligned with the Department’s annual budget process. Of particular concern to me is that your bureau’s sustainability and real property budget projections to the Office of Budget match actual projects and planned actions in your five-year plans.

As you update your five-year plans, I urge you to pay particular attention to the out-years of the plans. These plans are intended to provide a vision of future projects and undertakings. Last year very little information was provided beyond the next fiscal year, which is not useful when attempting to make long term projections against sustainability mandates. If your bureau anticipates undertaking a project in the long term, even if it is not yet funded, please provide as much information as possible at this time. Five-year plans are updated annually, so you will have an opportunity to edit notional projects in subsequent updates.

Please submit your bureaus' annual report information and five-year plan to OSEEP no later than **November 9, 2012**. Everything your Bureau is required to submit is posted with instructions at: [http://www.osec.doc.gov/oas/OSEEP/Annual\\_Rpts\\_Scrdrds.html](http://www.osec.doc.gov/oas/OSEEP/Annual_Rpts_Scrdrds.html)

I additionally ask each of you to have your staff to brief you on your progress toward energy and environmental, real property, and fleet goals. I'd like to use our November Facilities Management Council meeting for each of you to brief your bureau's progress and future plans against each applicable goal. If you have any questions or need any additional information, please contact Robert Tomiak, Associate Director, Office of Sustainable Energy and Environmental Programs, at 202-482-6212 or RTomiak@doc.gov.

Thank you for your cooperation and attention to this matter.

cc: Strategic Sustainability Performance Plan Points of Contact

## Distribution List

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