



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

SEP 30 2015

MEMORANDUM FOR See Distribution List

FROM: Richard L. Townsend
 Director, Office of Facilities and Environmental Quality and
 Deputy Chief Sustainability Officer

SUBJECT: Annual Sustainability and Facilities Data Call

In accordance with Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*, and EO 13327 *Federal Real Property Asset Management*, the Office of Facilities and Environmental Quality requests energy, sustainability, and facility data annually from bureaus and relevant Office of the Secretary staff offices. The Department submits this information to the Office of Management and Budget (OMB). Based on our submission, OMB generates a Sustainability Scorecard and Real Property Performance Measures that grade each agency's progress toward government-wide goals. The Department is currently ranked 14th among 25 federal agencies for sustainability performance; therefore, your input, reports of progress and planned actions are critical to helping the Department meet the Administration's goals.

Please ensure that your memo forwarding your submission includes your assessment of:

- Your progress to meet all sustainability and facility goals;
- Consistency with your FY14 submission;
- Downward trends and shortcomings;
- Forecasted projects or plans to address deficiencies; and
- Changes to facility square footage from last year.

Please submit your complete report package to the Office of Sustainable Energy and Environmental Programs no later than **November 2, 2015**. All Federal Real Property Program data elements need to be populated or updated before **November 20, 2015**. Bureau Chief Financial Officer certification letters for real property data are required by **December 15, 2015**.

Specific instructions for each bureau and OS office are provided as attachments. All required forms are available at http://www.osec.doc.gov/ofeq/OSEEP/Annual_Report_Instructions.html.

Additionally, errors identified by Independent Validation and Verification should be corrected by this date, if possible.

If you have any questions or need additional information, please contact Jennifer Brundage, Sustainability Program Manager, at 202-482-3444 or JBrundage@doc.gov, or Andrew Duran, Associate Director of Real Property Programs, at 202-482-5053 or ADuran@doc.gov.

Attachments

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Strategic Sustainability Performance Plan and Real Property Inventory Point of Contact

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