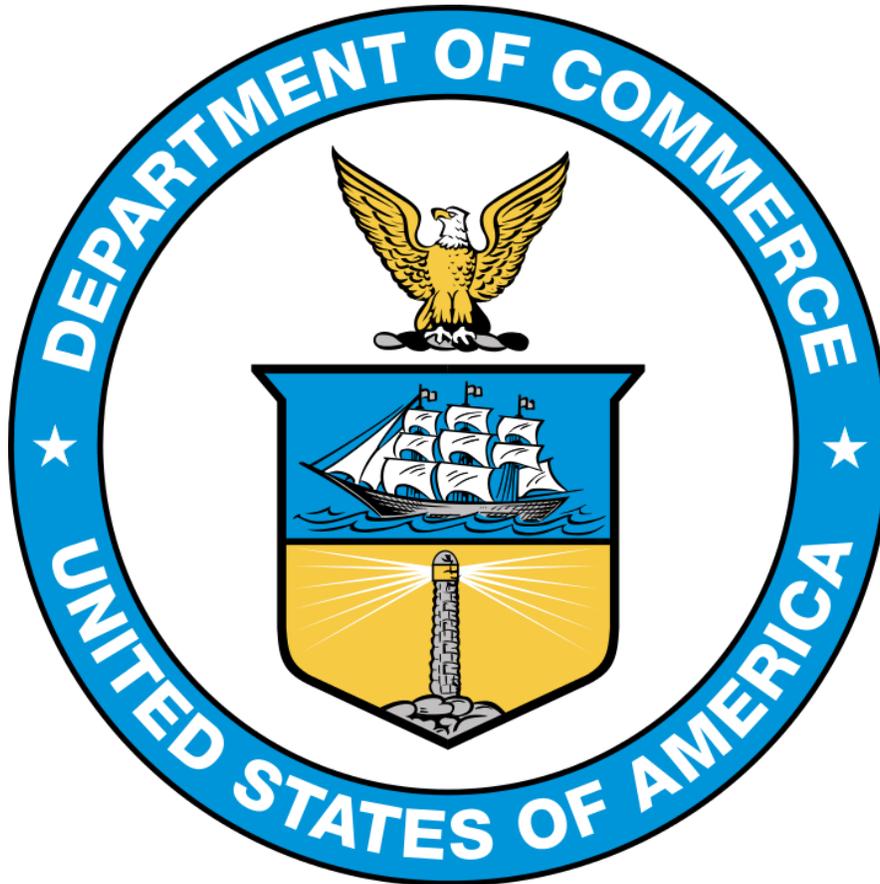


U.S. Department of Commerce

Strategic Sustainability Performance Plan

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Approved by:

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POLICY STATEMENT

The U.S. Department of Commerce (subsequently referred to as “the Department”) is fully committed to supporting the President’s vision of building a clean energy economy in accordance with Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*. Enhancing environmental protection and sustainability for the nation is one of the five core pillars of the Department’s Fiscal Year (FY) 14-18 strategic plan. Improving the sustainability of our own operations is central to meeting our goals.

The Department’s annually updated Strategic Sustainability Performance Plan (SSPP) on the following pages describes how we integrate sustainability into our mission to increase our nation's prosperity, promote energy security, and safeguard the health of the environment. This year’s policy goals promote alternative energy, renewable energy, and other new EO 13693 goals while continuing to support existing environmental and sustainability efforts. The Department will take the following specific actions in the coming year to improve the sustainability of our operations:

- Update and improve the accuracy of our water consumption data and our real property portfolio through an aggressive data validation program;
- Pursue on-site renewable energy opportunities as identified by the 2016 Renewable Energy Opportunities Analysis completed by the National Renewable Energy Laboratory;
- Install and monitor the progress of all Energy Conservation Measures associated with the Department’s multiple Energy Savings Performance Contracts awarded in FY 2015.
- Develop a pipeline of future energy savings projects that may involve alternative financing, such as Energy Savings Performance Contracts or Utility Energy Service Contracts;
- Pursue energy and water efficiency upgrades concurrent with all construction and major renovation projects;
- Ensure that ten percent of our electricity comes from renewable energy;
- Continue to increase the use of alternative fuel and telematics in the vehicle fleet;
- Implement the provisions of the Department’s new Electronic Stewardship policy; and
- Continue to generate cost savings through the operation of a “Green Store” at both the Department and the U.S. Patent and Trademark Office headquarters buildings to redistribute office supplies.

The Department views the requirements of the new EO 13693 and the pursuit of a robust sustainability policy as central to our agency’s core values and mission. Every Department employee is charged with personally supporting sustainability.



Ellen Herbst

Chief Financial Officer, Assistant Secretary for Administration, and Chief Sustainability Officer

EXECUTIVE SUMMARY

Vision

In April 2016, the Department published a new Department Administrative Order (DAO) 217-16 entitled “Sustainability and Environmental Management” with the intent to foster its culture of sustainability, resource efficiency, and commitment to environmental stewardship as a shared responsibility across the Department’s leadership. The DAO encourages Department leaders to drive organizational change through impactful employee engagement in which every employee is incentivized, empowered, and held accountable for taking actions to affect sustainability performance within their work areas, work products, and personal behaviors; and proactively manage environmental compliance and protect natural resources.

Leadership

The Secretary of Commerce has designated the Department’s Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA), Ellen Herbst, as the Department’s Chief Sustainability Officer (CSO). The CSO has overall responsibility for implementing the Department’s sustainability program to meet EO 13693 goals. Secretary Pritzker has also designated the Director of the Office of Facilities and Environmental Quality as the Department’s Deputy CSO to support the CSO. Finally, the Secretary has requested that each of the Department’s twelve Operating Units designate a Senior Executive Service-level employee to be the Operating Unit CSO who is responsible for meeting EO 13693 goals within their operating unit. EO 13693 responsibilities are to be incorporated into the performance plans of all Operating Unit’s CSOs. The Department’s twelve Operating Units include:

- Bureau of Economic Analysis (BEA)
- Bureau of Industry and Security (BIS)
- U.S. Census Bureau (Census)
- Economic Development Administration (EDA)
- Economics and Statistics Administration (ESA)
- International Trade Administration (ITA)
- Minority Business Development Agency (MBDA)
- National Institute of Standards and Technology (NIST)
- National Oceanic and Atmospheric Administration (NOAA)
- National Technical Information Service (NTIS)
- National Telecommunications and Information Administration (NTIA)
- United States Patent and Trademark Office (USPTO)

The Facilities and Real Property Management Council (FRPMC) provides cross-organizational leadership to the Department’s sustainability program and aligns the Department’s mission and Strategic Plan with our Strategic Sustainability Plan (SSPP) goals to ensure our facilities are operated in a sustainable manner.

Goal Performance Review

- **Goal 1 Scope 1&2 Greenhouse Gas (GHG) Emissions and Energy Intensity:** In 2015, the Department decreased its scope 1 & 2 GHG emissions by five percent from our 2008 baseline.

This decrease is the result of the Department's emphasis on energy efficiency and the reduction of our facility footprint.

Also in 2015, the Department awarded four Energy Savings Performance Contracts (ESPCs) and one Utility Energy Service Contract (UESC) totaling approximately \$138M, with a total investment of \$54.9M in Department facilities through alternative financing. In addition, the Department plans to award all Green Grant projects by the end of FY 2016.

- **Goal 1 Scope 3 GHG Emissions:** For the third year in a row, Department has exceeded its 2020 target for scope 3 GHG reduction. This is almost entirely due to continued efforts to reduce employee commuting. The U.S. Patent and Trademark Office (USPTO) continues to lead the federal government in telework. At the end of fourth quarter FY 2015, the agency had more than 10,000 employees working remotely between one and five days per week and 93% of all positions at USPTO were telework-eligible. Over the last year, USPTO employees who commuted four or five days per week avoided driving 61.8 million miles, saved \$7.2 million in gas, and collectively reduced emissions by 32,000 tons. Additionally, USPTO had continued success implementing the Telework Enhancement Act Pilot Program. As of the end of the fourth quarter of FY 2015, USPTO had more than 2,000 employees in 46 states who had completely relinquished their office space and worked exclusively from home.

The Department has also developed a Multimodal Access Plan with the intent of further reducing scope 3 GHG emissions through planning for appropriate workplace electrical vehicle charging stations. The Department's Multimodal Access Plan can be found at *Appendix A* of this document.

- **Goal 2 Sustainable Buildings:** The Department added three sustainable buildings to its inventory in FY 2015; however, it did not meet the 15% goal. The Department does not expect to add any additional sustainable buildings in FY 2016.

Through the Department's partnership with the Department of Energy, the Federal Energy Management Program (FEMP) will conduct sustainable building audits at 10 NOAA sites. These audits should help identify common gaps in meeting the Guiding Principles for existing buildings, determine buildings where it is feasible to meet the Guiding Principles, and develop strategies to move these buildings toward meeting the Guiding Principles. To build on these audits, NOAA intends to complete building assessments in Portfolio Manager for the remainder of our applicable buildings.

NIST is renovating three of six wings of a building on its Boulder, Colorado campus. This renovation will add to sustainable square footage but will not add to the sustainable building count, because the whole building will not meet sustainability requirements. It is unknown when funds will be available to continue renovation of the remaining six wings to count the building as sustainable.

In FY 2016, the Department completed the Bureau of Economic Analysis's (BEA) co-location and consolidation into the Suitland Federal Building occupied by Census, which reduced the Department's footprint by over 140,000 square feet, and moved BEA from an aged (non-sustainable) leased facility to a LEED-certified government-owned building.

A main challenge in meeting the sustainable building goal is that significant, high cost building renovations on aging facilities are required to bring the Department's building inventory into compliance with the Guiding Principles. These renovations are typically not life-cycle cost-effective and often compete against many mission critical requirements for prioritization of resources.

- **Goal 3 Clean & Renewable Energy:** In FY 2015 the Department achieved the renewable energy target of 10% primarily by purchasing renewable energy certificates (RECs). The Department intends to continue to purchase RECs each year to meet its target while continuing to pursue opportunities to install on-site clean and renewable energy technology via alternative financing. NIST Gaithersburg is installing a combined heat and power plant through an Energy Savings Performance Contract (ESPC). This project is expected to be commissioned by the end of CY17.

Through a partnership with the Department of Energy's Federal Energy Management Program (FEMP), which included assistance from the National Renewable Energy Laboratory (NREL), the Department recently completed a renewable energy opportunities analysis (REopt). The Department will leverage NREL and FEMP expertise to develop viable projects for alternative financing based on the results of this analysis. However, this has been a challenge to date. A proposed ESPC to install a solar array (in the approximate range of 3MW) at NIST Gaithersburg turned out not to be economically viable due to issues with the ability for ESPC contractors to claim federal tax incentives, as well as current Office of Management and Budget (OMB) guidance. The Department anticipates that this issue will limit its ability to implement renewable energy projects at other locations as well.

The NIST Gaithersburg, Maryland campus was not able to award an ESPC to install an on site solar array. As a result, it is now considering other contracting mechanisms, such as a power purchase agreement (PPA) for the same project. The General Services Administration (GSA) has not delegated its authority to the Department for the purchase of commercial utilities for the NIST Gaithersburg campus because there is an area-wide utility contract in place with PEPCO that includes Gaithersburg, MD, and GSA requires the Department to provide additional information. NIST has asked PEPCO if they have interest in the PPA (via its area-wide utility contract), but PEPCO has indicated that they are not interested in the project in the foreseeable future.

- **Goal 4 Potable Water Intensity:** In FY15, the Department achieved a 31.2 percent reduction in water intensity compared to 2007, surpassing both our 2015 and 2020 targets. The Department will continue to reduce water consumption at its facilities, particularly in drought-impacted areas. The Department completed the development of a 5-Year Metering Plan that will enable utilization of water use data directly from water meters. NIST currently has an ESPC contract for low flow valve plumbing fixtures and has already installed water meters on various campuses in FY 2015, according to their 5-Year Metering Plan. The Department will also utilize input into the EPA Energy Star Portfolio Manager tool to provide information on where improvement on water conservation and management is needed. The Department plans to create a culture of employee awareness in ways to reduce water usage both at the workplace and at home through educational newsletters, video blogs, and their secure website.

- Goal 5 Fleet Management:** Through FY 2015, the Department reduced fleet petroleum use by 39.5 percent relative to the FY 2005 baseline. In addition, the Department's use of alternative fuel equaled 11.4% of total fuel use. The Department has increased its alternative fuel use from the FY 2005 baseline of 1,089 Gasoline Gallon Equivalent (GGE) to a FY 2015 total of 80,096 GGE, which far exceeds our FY 2015 target of 2,824 GGE. The Department will replace as many vehicles as possible with Zero-Emissions Vehicles (ZEVs) and Plug-In Hybrid Electric Vehicles (PHEVs), but available vehicle sizes do not meet mission needs for capacity. The Department has the infrastructure and several charging stations to support ZEVs and PHEVs. The Department replaced 49 E85 vehicles with Low Green House Gas (LGHG) vehicles in some areas where E85 infrastructure did not exist. Budget constraints impair the Department's ability to reach sustainability goals quickly but the Department will continue to reduce the use of petroleum fuel consumption and increase alternative fuel consumption. The Department will also continue to replace E85 vehicles in areas where E85 is not supported with vehicles that are supported by alternative fuel located in those areas. The Department will recommend Operating Units look at state and local communities for support of ZEVs in the future.
- Goal 6 Sustainable Acquisition:** The Department is committed to the sustainable acquisition of products and services and meeting all related goals. Per the Federal Procurement Data System (FPDS), the Department awarded 26,427 contract actions totaling \$3,155,882,473 in FY 2015. For FY 2017, the Department has established a target of 86 contracts and \$31,657 in products with BioPreferred and biobased criteria to be delivered. The Department has been implementing policies to meet statutory mandates based on current Federal Acquisition Regulation (FAR) policy for recycled content products, ENERGY STAR qualified and FEMP designated products, Biobased products, and will update the Green Procurement Program (GPP) in the Commerce Acquisition Manual (CAM) when the FAR is revised to implement EO 13693. The Department plans to update the CAM within 6 months of issuance of applicable FAR revisions. To further promote sustainable acquisition, the Office of Acquisition Management (OAM) has launched *Sustainable Acquisition*, a newsletter on related topics of interest, including how to plan, specify, and acquire in an environmentally responsible manner. *Sustainable Acquisition* is widely distributed and is posted to the OAM website.
- Goal 7 Pollution Prevention & Waste Reduction:** The Department is committed to maximizing waste reduction and pollution prevention. To facilitate recycling of large metal items, NIST has installed an industrial metal shredder, which is available for use by the whole Department. In addition, NIST has achieved a recycling rate of near 70%. Census is conducting a review of all of its material safety data sheets for chemicals containing toxic or hazardous material to identify items for substitution. The U.S. Patent and Trademark Office has reduced demand for office supplies through the Office Supply Exchange Store and the Department operates a Green Store within its Herbert C. Hoover Building to collect and redistribute both used and unused office supplies. The Department has a policy to conduct environmental compliance assessments, which includes review for compliance with applicable environmental laws, regulations, and EOs, such as EO 13693, the Emergency Planning Community Right-to-Know Act (EPCRA) and Clean Air Act.

Due to the various waste pick-up and billing methods associated with the collection of solid waste and recyclables, the Department foresees challenges in quantifying solid waste and recycling at all of its facilities. For example, at many facilities solid waste and recyclables are collected on a flat rate and do not include quantities (*e.g.*, weight or volume) collected.

Fluctuations in waste and recyclables generated on an individual level within a given week can also pose challenges to getting valid data using a per person formulaic method to make this determination.

- **Goal 8 Energy Performance Contracting:** In FY 2015, the Department awarded four Energy Savings Performance Contracts (ESPCs) and one Utility Energy Service Contract (UESC) totaling approximately \$138M, with a total investment of \$54.9M in Department facilities through alternative financing. This achievement resulted in the Department exceeding its commitment of \$12M in contract awards by end of calendar year 2016 under the President's Performance Contracting Challenge.
- **Goal 9 Electronic Stewardship & Data Centers:** For cost savings, consistency, and standardization, the Department uses two blanket purchase agreements for procuring wireless contracts and PCs/laptops. In addition, the Department is deploying a Shared Services Program to address and establish streamlined and centralized acquisition and procurement procedures. To address management of electronic stewardship from cradle to grave, the Department is publishing a combined policy for electronic stewardship. The Department uses a single portal to purchase Information Technology (IT) equipment that meets Electronic Product Environmental Assessment Tool (EPEAT) and EPA ENERGY STAR® requirements. In the coming year, the Department will focus on continuing to improve its guidance and raising awareness on life-cycle management of electronics.

The Department will continue to support and enhance energy conservation policies that will utilize to the maximum extent practicable energy monitoring, metering and reducing technologies, processes, and procedures for data centers. The Department embraces virtualized operating systems and will continue to move forward in the virtualization of systems where possible, as well as consolidation of data centers, where possible.

Meeting the OMB's Data Center Optimization Initiative (DCOI) will present challenges. The FY 2018 deadline does not allow the time necessary to define a solid strategic plan, budget, acquire funding and execute the plan agency-wide. In particular, agencies with larger inventories will need to accomplish a significant amount of work (e.g., acquire and install metering and automated tools throughout its data center inventory and meet target goals for consolidation and closures, optimization, etc.) within 2 and 1/2 years. A more feasible goal would be to plan and budget by 2018 and implement by 2020.

The greatest impediment to achieving our goals is identifying the funding and resources required while at the same time ensuring we achieve our mission. For example, NOAA has significant challenges in closing data centers due to the current architecture of proprietary systems at many of its field offices. Often these are proprietary systems built over the course of decades and very specific to NOAA's mission. Many of the small field systems could be moved to central datacenters; however, it will take careful planning, time, and funding to overcome many challenges, including some that will require union negotiations.

- **Goal 10 Climate Change Resilience:** The 2016 Climate Change Adaptation Plan is an updated version of the Department's plan published in 2014. Significant progress has been made on many of the actions stated in the 2014 plan and several actions have been completed. As examples, NOAA developed and provided a number of new tools and products to better enable natural resource managers and other decision-makers to incorporate, better understand, and

prepare for the impacts of climate change on coral reefs, ocean acidification, and drought; assessed climate-related impacts on U.S. marine ecosystems and the distribution of major fish stocks; and provided information, tools, and training to coastal communities. EDA published Comprehensive Economic Development Strategies (CEDS) Content Guidelines and provided grants for economic resilience (including resilience to the impacts of climate change) and NIST published the *Community Resilience Planning Guide for Buildings and Infrastructure Systems*.

Progress on Administration Priorities

- **President's Performance Contracting Challenge:** In FY 2015, the Department awarded four Energy Savings Performance Contracts (ESPCs) and one Utility Energy Services Contract (UESC) investing a total of \$54.9M in the Department's facilities through alternative financing. This achievement resulted in the Department exceeding its commitment of \$12M in contract awards by end of calendar year 2016 under the President's Performance Contracting Challenge. In exceeding its commitment, the Department also depleted its pipeline of performance contracting projects at its largest facilities. Currently existing energy savings performance contracting opportunities may have been exhausted in all the Department's Operating Units except for the National Oceanic and Atmospheric Administration (NOAA). NOAA will work to rebuild its pipeline of projects by FY17Q2 using Building Energy Asset Scores, energy audits, energy consumption and cost data, and the results of a renewable energy opportunities analysis. This will be a challenge because the majority of NOAA's facilities are small and will need to be bundled within Line Offices to generate economically viable projects. This adds to the complexity of projects and takes more time to coordinate because of the increased number of stakeholders. As a result, the Department does not anticipate any contract awards in FY17 but commits to awarding \$2M in energy performance contracts by the end of FY18.
- **Electric and Zero Emission Vehicles:** Many Department mission requirements cannot be completed with the ZEVs available in today's automotive market. The available ZEVs are small, compact vehicles that have very low cargo capacity. EO 13693 not only set requirements for the Federal Government, but also for vehicle manufacturers, so the Department will continue to seek viable options as they become available. In the meantime, the Department will be replacing vehicles where possible with ZEV for each replacement cycle.
- **Climate Preparedness and Resilience:** Demand for climate and resilience products and services continue to increase, as communities, decision makers, the private sector and others look for tools to help them better understand risk and prepare for the future. This challenge necessitates increased emphasis on leveraging partnerships across a range of disciplines. To help meet the demand, the Department's priorities through FY2017 include the launch and continued development of the interagency U.S. Climate Resilience Toolkit, two new resilience grants programs, launch of NOAA's new water initiative, publishing guidelines to facilitate local use of the *Community Resilience Planning Guide for Buildings and Infrastructure Systems*, and continuing EDA's outreach efforts to encourage communities and regions to incorporate economic resilience (including resiliency to the effects of climate change) into their long-term development planning. The Department will also continue to evaluate how its own facilities may be impacted by climate change.

Size & Scope of Agency Operations

Agency Size and Scope	FY 2014	FY 2015
Total Number of Employees as Reported in the President's Budget	43,335	40,720
Total Acres of Land Managed	19,473	20,841
Total Number of Buildings Owned	528	528
Total Number of Buildings Leased (GSA and Non-GSA Lease)	420	409
Total Building Gross Square Feet (GSF)	15,736,947	15,252,480
Operates in Number of Locations Throughout U.S.	3,499	3,254
Operates in Number of Locations Outside of U.S.	127	111
Total Number of Fleet Vehicles Owned	656	637
Total Number of Fleet Vehicles Leased	1,342	1,393
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	288	277
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	2,953	3,155

Agency Progress and Strategies to Meet Federal Sustainability Goals

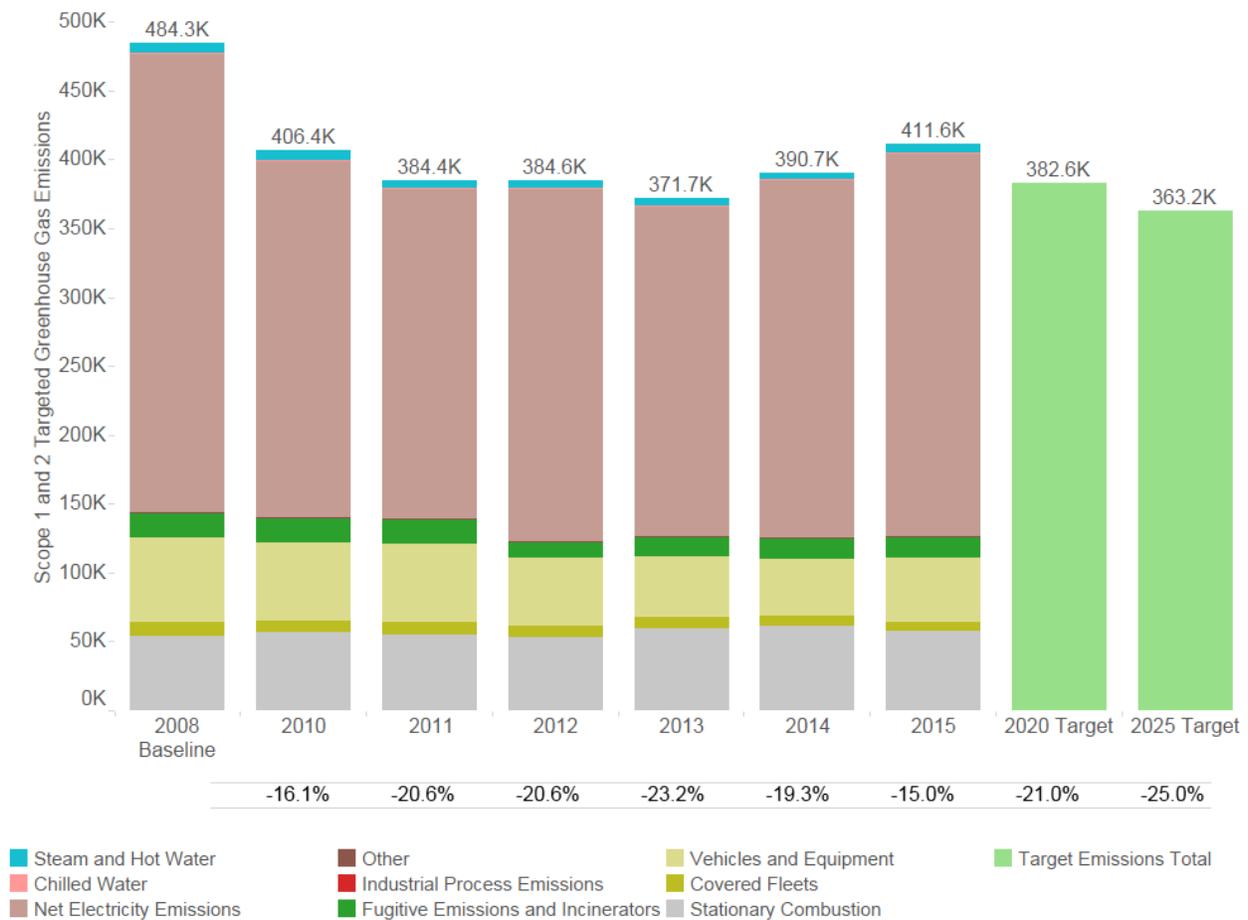
This section provides an overview of progress through FY 2015 on sustainability goals contained in Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, and agency strategies to meet the new and updated goals established by Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*.

Goal 1: Greenhouse Gas (GHG) Reduction

Scope 1 & 2 GHG Reduction Goal

EO 13693 requires each agency to establish a Scope 1 & 2 GHG emissions reduction target to be achieved by FY 2025 compared to a 2008 baseline. The Department’s 2025 Scope 1 & 2 GHG reduction target is 25%.

DOC Progress Toward Scope 1 and 2 Greenhouse Gas Reduction Goal



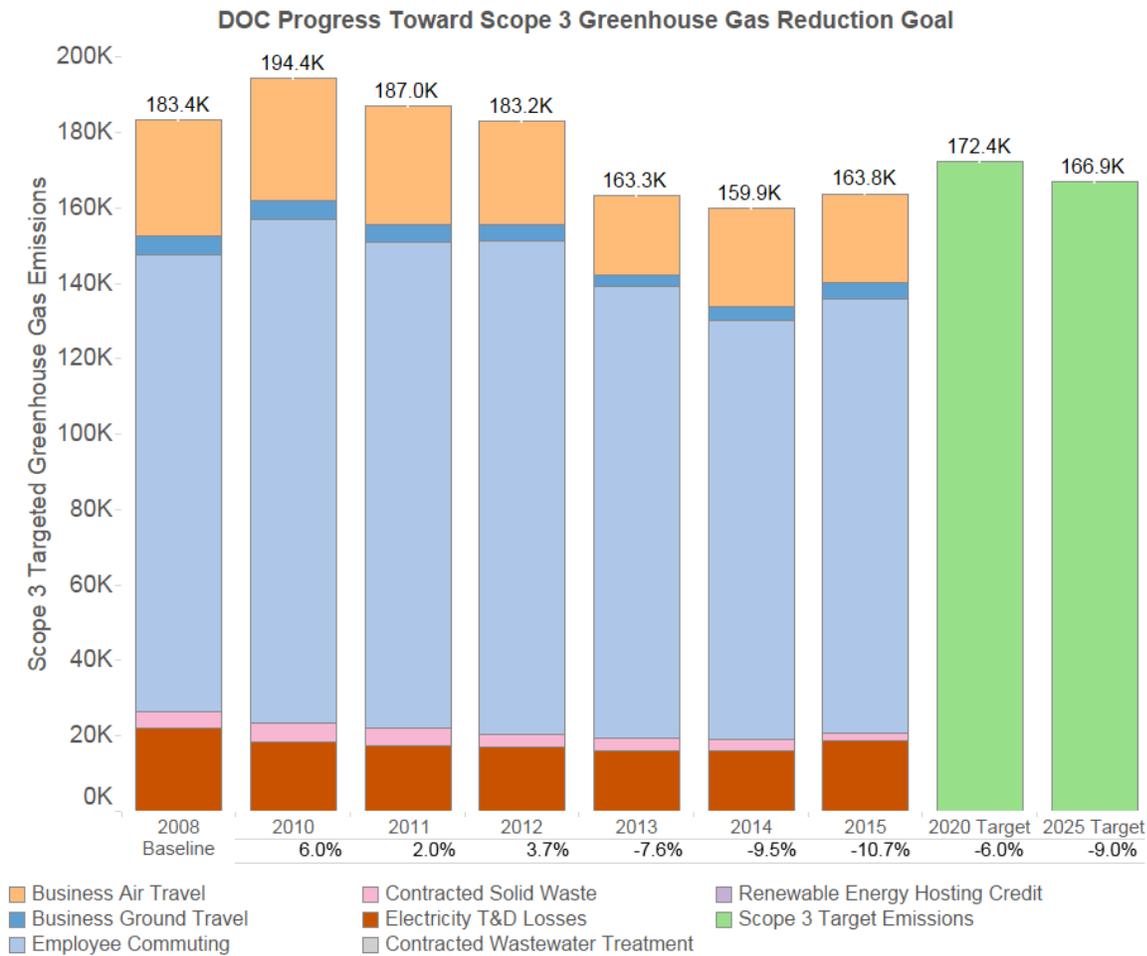
Scope 1 & 2 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use the Federal Energy Management Program (FEMP) GHG emission report to identify/target high emission categories and implement specific actions to address high emission areas identified.	Yes	Operating Units will continue to analyze FEMP GHG emissions, monitor data and create reports to determine significant emission categories. Identify ECMs to be implemented through awarded ESPC contracts.	Validate data within FEMP EISA 432 Compliance Tracking System website. (Census) Complete various projects that are planned at OSBM, NIST, NTIA, and USPTO.
Identify and support management practices or training programs that encourage employee engagement in addressing GHG reduction.	Yes	Continue to send monthly emails on energy facts. Continue participating in The Department/DoE bi-weekly information exchange phone discussions, and share that information with the Operating Units.	Develop and implement Sustainability Training Matrix by Dec 2016. Green Fair scheduled in April 2017. Carlyle Community Bike to Work Day scheduled in June. (USPTO)
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources.	No	The Department may consider a strategy in FY 2018 or FY 2019 to determine unsuccessful programs or measures to be discontinued.	N/A
Given agency performance to date, determine whether current agency GHG target should be revised to a more aggressive/ambitious target.	No	The Department assesses annually progress against its current GHG emission target.	N/A
Employ operations and management (O&M) best practices for emission generating and energy consuming equipment.	Yes	Consider new sources, viable methodologies, and recommendations such as those from FEMP and NREL.	Efforts are ongoing as new data and opportunities to reduce GHGs become available.
Identify additional sources of data or analysis with the potential to support GHG reduction goals.	Yes	Consider new sources, viable methodologies, and recommendations such as those from FEMP and NREL.	Efforts are ongoing as new data and opportunities to reduce GHGs become available.

Scope 3 GHG Reduction Goal

EO 13693 requires each agency to establish a Scope 3 GHG emission reduction target to be achieved by FY 2025 compared to a 2008 baseline. The Department’s 2025 Scope 3 GHG reduction target is 9%.

Figure 1-2: Progress Toward Scope 3 GHG Reduction Goal



Scope 3 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Reduce employee business ground travel.	Yes	Support the use of teleconferencing, videoconferencing, and webinars, use of public transportation, and ridesharing.	Increase the use of teleconferencing, videoconferencing, and webinars, by 10% over last year.
Reduce employee business air travel.	Yes	Business flights have been reduced and will continue to be minimized to only flights which are mission critical.	Reduce the number of trips and miles by 10% over last year.

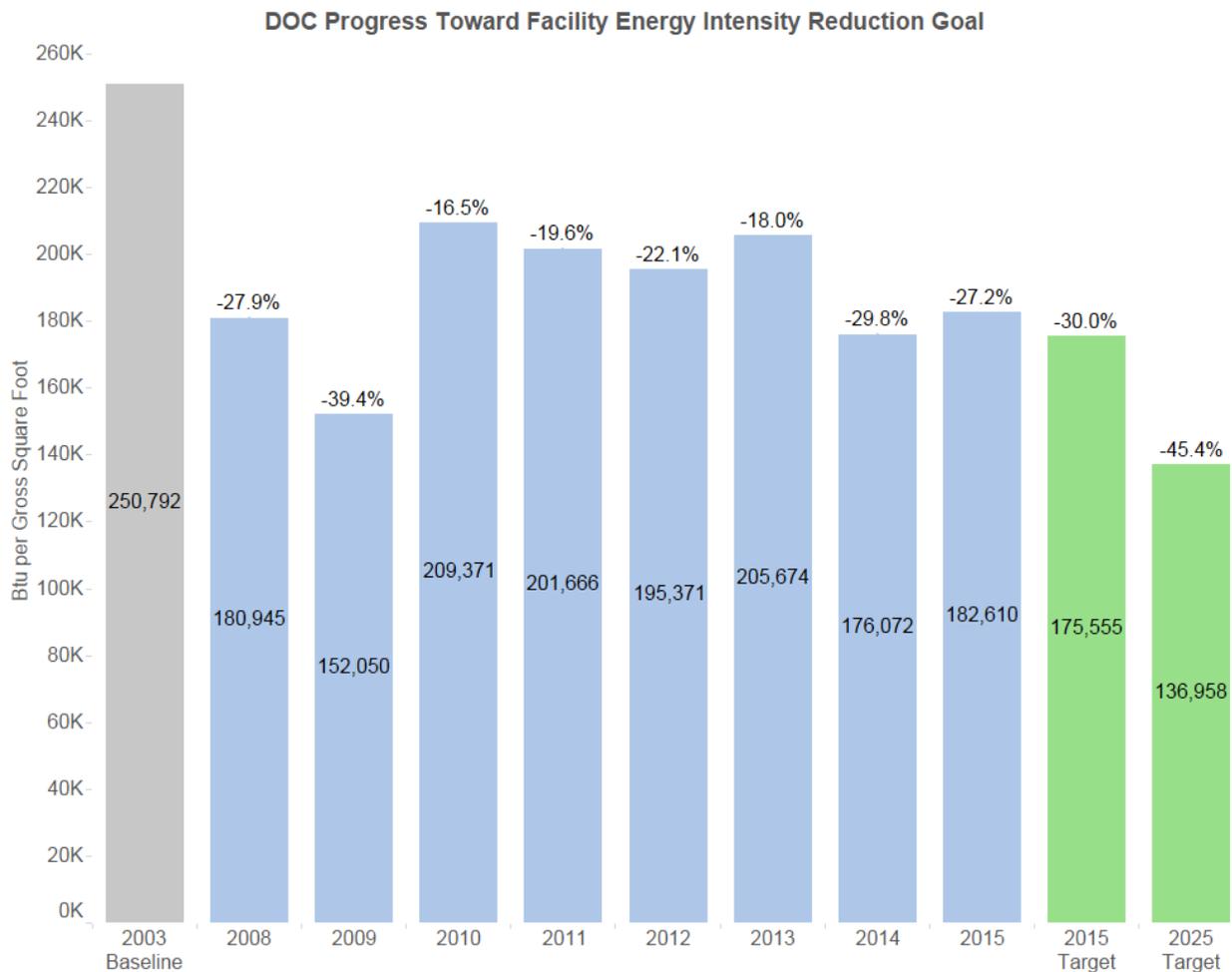
Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop and deploy an employee commuter emissions reduction plan.	No	Continue implementation of the Department's telework program and its mass transit benefits program.	N/A
Use an employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	Continue to increase the number of car and van pools and people using public transportation.	Periodic surveys conducted by Subsidy Office and website on employee commuting habits.
Increase & track number of employees eligible for telework and/or the total number of days teleworked.	Yes	The Department will encourage managers/supervisors to provide the flexibility for telework-ready employees to perform unscheduled telework when directly impacted by Metro's Safe Track Plan and on days with low air quality (e.g. code red days).	Track the number of employees who teleworked at least one day during each quarter of Fiscal Year 2017 as well as the total number of days teleworked Department-wide.
Develop and implement a program to support alternative/zero emissions commuting methods and provide necessary infrastructure.	No	The Department may consider a strategy in FY 2018 or FY 2019 to support alternative/zero emissions commuting methods and associated infrastructure.	N/A
Establish policies and programs to facilitate workplace charging for employee electric vehicles.	No	Given the recent guidance on how to provide electric vehicle charging stations for employees, the Department has reviewed the options and doesn't see a current easy/economical path forward for providing charging stations. Utilize Department-wide working group to address challenges and look at possible strategies.	N/A
Include requirements for building lessor disclosure of carbon emission or energy consumption data and report Scope 3 GHG emissions for leases over 10,000 rentable square feet.	No	Work with GSA to select properties that will report and correct scope 3 greenhouse gas emissions.	N/A

Goal 2 Sustainable Buildings

Building Energy Conservation Goal

The Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30% by FY 2015 as compared to the FY 2003 baseline. Section 3(a) of EO 13693 requires agencies to promote building energy conservation, efficiency, and management and reduce building energy intensity by 2.5% annually through the end of FY 2025, relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to Section 9(f) of EO 13693.

Figure 2-1: Progress Toward Facility Energy Intensity Reduction Goal



Building Energy Conservation Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Make energy efficiency investments in agency buildings.	Yes	The Department will utilize appropriated funds, Green Grants, and alternative financing methods (including ESPCs and UESCs) to continue to make investments in energy efficient infrastructure and equipment at Operating Units' facilities.	<p>Purchase energy efficient products and appliances.</p> <p>Install Data Center infrastructure (1 new chiller and 1 new generator dedicated to Data Center), setting groundwork for phase 2 installation of future hot aisle/cold aisles reconfiguration.</p> <p>Award/initiate a phased project to convert all stairwell lights to new LED lights with motion sensors at USPTO Headquarters.</p>
Use remote building energy performance assessment auditing technology	No	Several HQ campus facilities are still in the process of installing meters in their buildings. Most are not equipped to utilize this technology at the current time.	N/A
Participate in demand management programs.	Yes	Several Department facilities currently participate in demand response/management programs.	<p>NIST's target for the 2016 summer season is 2.5 MW reduction per event.</p> <p>Operating Units HQ facilities will continue to participate in existing demand management programs where determined viable by the participating line offices</p> <p>NOAA has partnered with NRG Curtailment Services to study additional demand response opportunities across the entire NOAA facility portfolio and will develop an implementation strategy by Dec 2016. (NOAA)</p>
Incorporate Green Button data access system into reporting, data analytics, and automation processes.	No	For the Department's facilities at this time, Green Button data usage is not feasible.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Redesign interior space to reduce energy use through daylighting, space optimization, and sensors and control systems.	Yes	Incorporate daylighting, space utilization, and automated controls in all new construction and major renovation projects.	<p>NTIA has been developing renovation plans to make use of daylight illumination and higher efficiency windows, optimize space, and improve on all control systems. Plan to undertake architectural reviews of buildings A4 and B9, with the goal of providing a concept renovation plan. (NTIA)</p> <p>Review existing lighting and heating/cooling systems to see if improvements can be made to reduce energy. Increase space utilization to increase employee to space density ratio. Plan to recalculate employee to square footage on a monthly basis to evaluate improvements in space usage. (NTIS)</p>
Identify opportunities to transition test-bed technologies to achieve energy reduction goals.	Yes	Will pursue this strategy through the Department's MOU for support from DOE/FEMP.	NOAA will develop implementation strategies based on DOE recommendations from test bed technology studies. (NOAA)
Follow city energy performance benchmarking and reporting requirements.	No	The Department may consider a strategy in FY 2018 or FY 2019 to address city energy performance benchmarking and reporting requirements.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install and monitor energy meters and sub-meters.	Yes	<p>Smart electric meters have been installed on many Department facilities already. Contracts were awarded in FY14,15,16 to continue the installation of smart meters to measure buildings' consumption of electric, steam, natural gas, compressed air, and chilled water.</p>	<p>NIST anticipates the plan to install smart meters that measure the consumption of electricity, steam, natural gas, compressed air, and chilled water will be completed in approx. 24 months. (NIST)</p> <p>NOAA completed development of an Advanced Metering System (AMS) implementation plan in November 2015. Currently evaluating AMS protocols through a pilot installation project. Results of pilot project will be used to update and/or inform changes to current AMS plan.</p> <p>Conclude AMS pilot installation and update and/or change AMS implementation plan by Dec 2016. Develop the Department's instrumentation for AMS IDIQ contract by Dec 2016. (NOAA)</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Collect and utilize building and facility energy use data to improve building energy management and performance.	Yes	The Department will continue to use EPA Energy Star Portfolio Manager tool to collect operating unit's facility utility data and use this data to inform projects to improve building energy and water management.	<p>The first step in this process regarding energy use data is to finish installation of the various smart meters for the identified utilities. It is expected that this installation will be completed in approx. 12 months. The first milestone will be to track the completion of the installation of these smart meters. (NIST)</p> <p>100% Portfolio Manager utilization for all utility accounts by Dec 2016. Energy and water use trends from Portfolio Manager tool as well as Portfolio Manager utilization will be compiled quarterly and briefed annually to Deputy Chief Sustainability Officers and line office energy managers for the purpose of informing operations and maintenance and capital investment decisions. (NOAA)</p>
Ensure that monthly performance data is entered into the EPA ENERGY STAR Portfolio Manager.	Yes	The Department significantly increased the number of facilities entering utility data into EPA's Energy Star Portfolio Manager in 2015.	NOAA will continue to emphasize the use of Portfolio Manager in 2016/2017. NOAA will conduct audits of Portfolio Manager accounts for completeness and accuracy on a quarterly basis beginning in 2nd quarter of FY16 and report results to line office Deputy Chief Sustainability Officers to inform them of progress towards goal of 100% Portfolio Manager utilization for all utility accounts. (NOAA)

Building Efficiency, Performance, and Management Goal

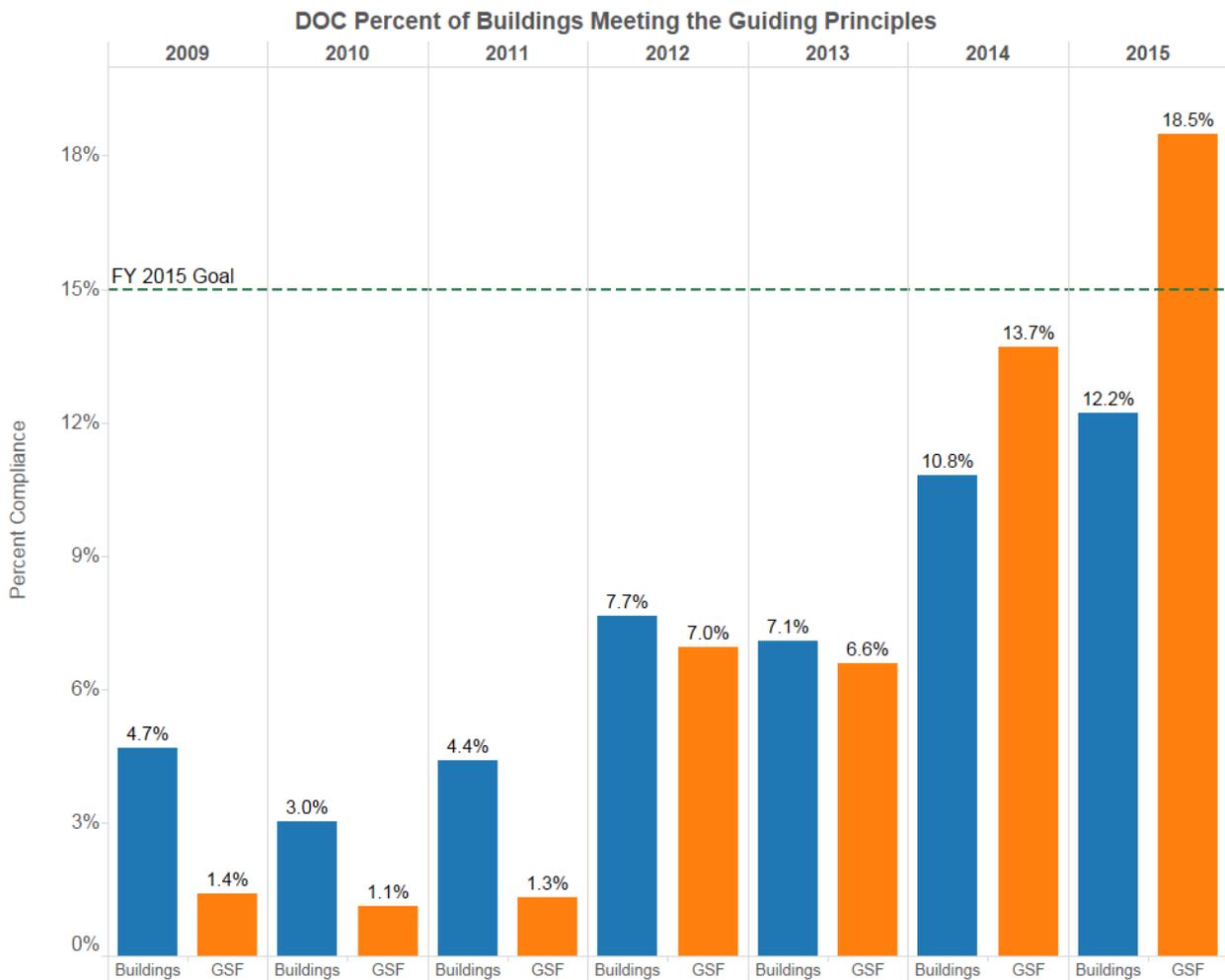
Section 3(h) of EO 13693 states that agencies will improve building efficiency, performance, and management and requires that agencies identify a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target. The Department's 2025 target is 4% (8/187).

Guiding Principles for Sustainable Federal Buildings

Section 3(h) of EO 13693 also states that agencies will identify a percentage, by number or total GSF, of existing buildings above 5,000 GSF that will comply with the *Guiding Principles for Sustainable Federal Buildings (Guiding Principles)* by FY 2025.

The Department’s FY 2025 target is 15% of 7,327,053 GSF. The Guiding Principles for Sustainable Buildings no longer include leased buildings. Due to this change, as well as anticipated data corrections within the Federal Real Property Profile, the baseline square footage, number of buildings and percent compliance will decrease in 2016.

Figure 2-2: Percent of Buildings Meeting the Guiding Principles



Sustainable Buildings Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings.</p>	<p>Yes</p>	<p>The Department will update its Departmental Administrative Order 216-18 (Addressing Climate Change Impacts at the Department of Commerce in Operations and Programs). This update will drive the identification and update of other programs and policies relevant to climate change adaptation.</p>	<p>Update DAO by end of Dec 2017.</p> <p>USPTO will identify areas of agency mission, policies, and programs that need to be updated or strengthened and evaluate potential vulnerabilities to at least 50% of USPTO facilities by end FY 2017.</p> <p>NIST will integrate climate change adaptation considerations in master plan updates and on a project by project basis in partnership with its A/E firms.</p> <p>NOAA will complete Phase 2 (two pilot analyses of site-specific mitigation measures and strategies) of its vulnerability assessment.</p>
<p>In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit.</p>	<p>Yes</p>	<p>The Department will continue to incorporate these considerations where cost-effective and practicable into planning for new facilities and leases. GSA handles leasing for many Department facilities. For those facilities, the Department will coordinate with GSA for inclusion of these considerations.</p>	<p>NIST and NOAA master plans to be completed by end of FY17.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure all new construction of Federal buildings greater than 5,000 GSF that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030.	No	The Department has a policy that requires integration of all E.O. 13693 building sustainability requirements in leases and new construction. The Department does not plan major new construction in the near future and will re-evaluate priority if this situation changes.	N/A
Include criteria for energy efficiency as a performance specification or source selection evaluation factor in all new agency lease solicitations over 10,000 rentable square feet.	Yes	The Department incorporates this requirement into all new lease solicitations over 10,000 RSF. Leases of this size are generally acquired through GSA.	All new leases will contain energy efficiency criteria.
Incorporate green building specifications into all new construction, modernization, and major renovation projects.	No	The Department has a policy that requires integration of all E.O. 13693 building sustainability requirements in leases and new construction. The Department will work with A/E firms and contracting staff for incorporation of these specifications in new construction, modernization, and major renovation projects. GSA is holds responsibility for most Department-occupied properties. The Department supports GSA on efforts to improve building efficiency and meet green building specifications.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Implement space utilization and optimization practices and policies.	Yes	The Department implements these practices and has published policy: 2013 directive for new leases and succeeding office space leases to reduce space to a level that is matched to its current mission requirements or 170 sf/person, where economical; and 2016 workstation standard and implementation policy that will further the National Real Property Strategy objective. Space utilization considerations are included in A/E contracts for project development.	Reduction in number of employees per square foot and overall square footage. (Baseline established in 2015). Census reduction of its existing office space by 5%. (Census) NTIS footprint reduction of approximately 40% by end of 2016. (NTIS) NTIS analysis of employee density at the Shawnee administrative building completed. (NTIS)
Implement programs on occupant health and well-being in accordance with the <i>Guiding Principles</i> .	No	The Department has well-established programs for occupancy well-being where feasible.	N/A

Goal 3: Clean & Renewable Energy

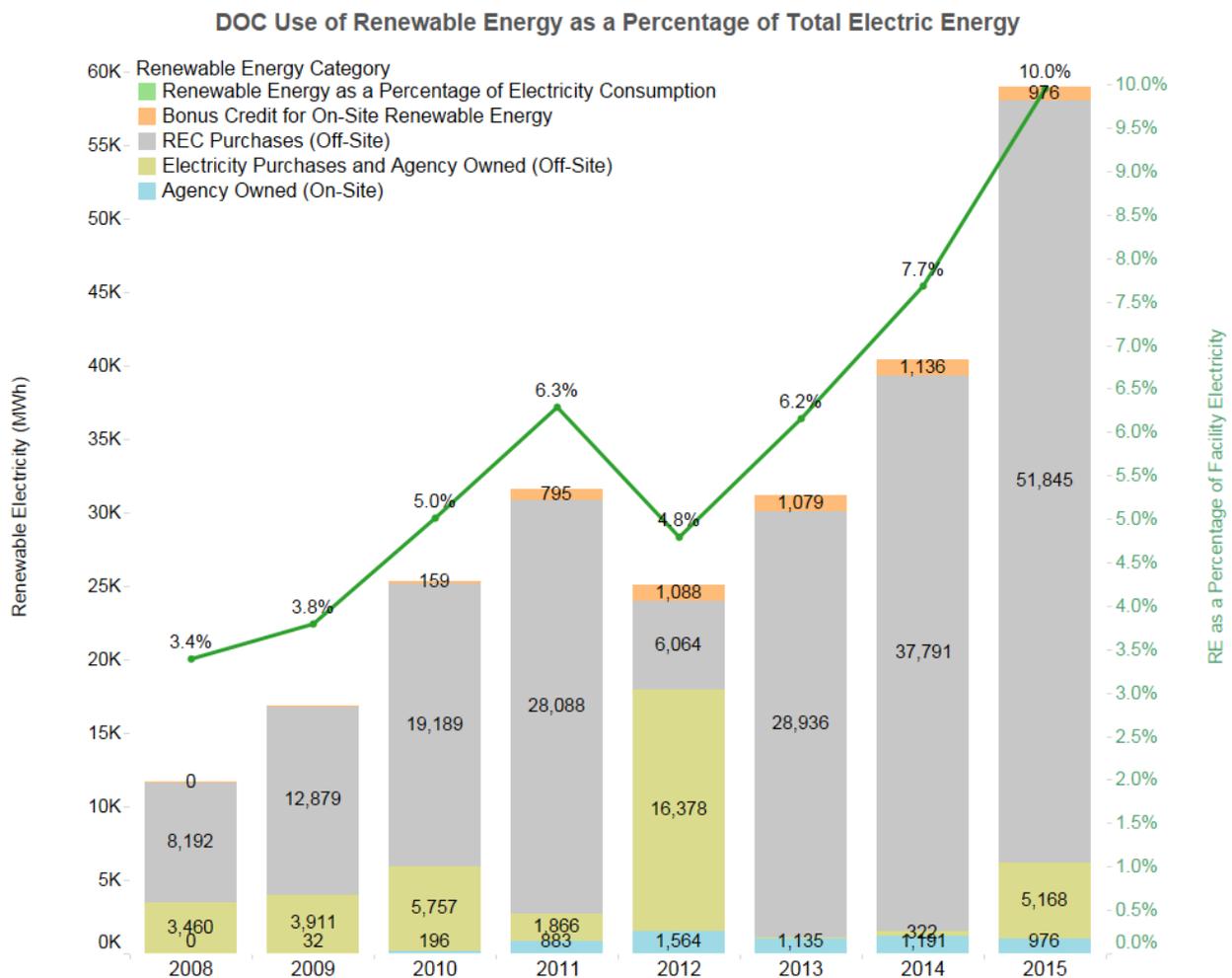
Clean Energy Goal

EO 13693 Section 3(b) requires that, at a minimum, the percentage of an agency's total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10% in FY 2016-17; 13% in FY 2018-19; 16% in FY 2020-21; 20% in FY 2022-23; and 25% by FY 2025.

Renewable Electric Energy Goal

EO 13693 Section 3(c) requires that renewable energy account for not less than 10% of total electric energy consumed by an agency in FY 2016-17; 15% in FY 2018-19; 20% in FY 2020-21; 25% in FY 2022-23; and 30% by 2025.

Figure 3-1: Use of Renewable Energy as a Percentage of Total Electric Energy



Clean and Renewable Energy Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install agency-funded renewable on-site energy and retain corresponding renewable energy certificates (RECs).	No	The current budget environment does not support this strategy.	N/A
Contract for the purchase of energy that includes installation of renewable energy on or off-site and retain RECs or obtain replacement RECs.	Yes	Through a partnership with FEMP, the Department recently completed a renewable energy opportunities analysis (REopt). The Department will leverage NREL and FEMP expertise to develop viable projects for energy performance contracting based on the results of this analysis.	<p>NIST is considering a contract (e.g., Power Purchase Agreement (PPA)) to install a solar panel array in the approximate range of 3MW on the Gaithersburg campus. However, it is likely that NIST will not retain the RECs because they probably will be needed by the contractor/financier in order to make this project cost effective. NIST will purchase replacement RECs. Plan is to award a contract by the end of FY 2017. (NIST)</p> <p>Develop pipeline of projects to meet FY18 energy performance contracting target by FY 2017. (NOAA)</p>
Purchase electricity and corresponding RECs or obtain equal value replacement RECs.	Yes	<p>Several Department facilities purchase electricity and corresponding RECs through GSA's area-wide contracts.</p> <p>The Department will continue to educate facility staff on this strategy.</p>	<p>Work with GSA to renew contracts as necessary.</p> <p>Conduct webinar by end of FY17Q1 to educate facility staff on renewable energy requirements and strategies, including GSA area-wide contracts.</p>
Purchase RECs to supplement installations and purchases of renewable energy, when needed to achieve renewable goals.	Yes	Each year, the Department purchases the amount of RECs necessary to achieve renewable energy goals.	Purchase the amount of RECs necessary to achieve renewable energy goals by the end of each fiscal year.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install on-site thermal renewable energy and retain corresponding renewable attributes or obtain equal value replacement RECs.	No	Through a partnership with FEMP, the Department recently completed a renewable energy opportunities analysis (REopt). The technologies evaluated included PV, solar hot water, solar vent preheat, wind, biomass (electric, thermal, CHP), waste to energy (electric, thermal, CHP), landfill gas (electric, thermal, CHP), and ground source heat pumps. Only two opportunities were identified for thermal renewable energy technology, neither of which has any likelihood of being implemented due to site specific considerations.	N/A
Install on-site combined heat and power processes.	Yes	Leverage ESPCs and other alternative financing to install on-site combined heat and power processes where feasible.	NIST has entered into an ESPC contract in which the principle ECM involves the installation of a 7.9 MW Combined Heat and Power (CHP) Plant addition to the Gaithersburg Central Plant building 302. This project is forecasted to supply 40% of the campus's electrical load and 72% of the steam load, all while projecting to reduce the overall utility bills by \$3.7M. Target is to commission CHP plant by end of CY17. (NIST)
Identify opportunities to install on-site fuel cell energy systems.	No	The Department is currently focused on developing viable projects based on the results of the REopt analysis.	N/A
Identify opportunities to utilize energy that includes the active capture and storage of carbon dioxide emissions associated with energy generation.	No	The Department is currently focused on developing viable projects based on the results of the REopt analysis.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify and analyze opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites.	No	The Department is currently focused on developing viable projects based on the results of the REopt analysis. The Department will analyze opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites, of which the Department has only a few.	N/A
Identify opportunities to utilize energy from small modular nuclear reactor technologies.	No	The Department is currently focused on developing viable projects based on the results of the REopt analysis.	N/A

Goal 4: Water Use Efficiency & Management

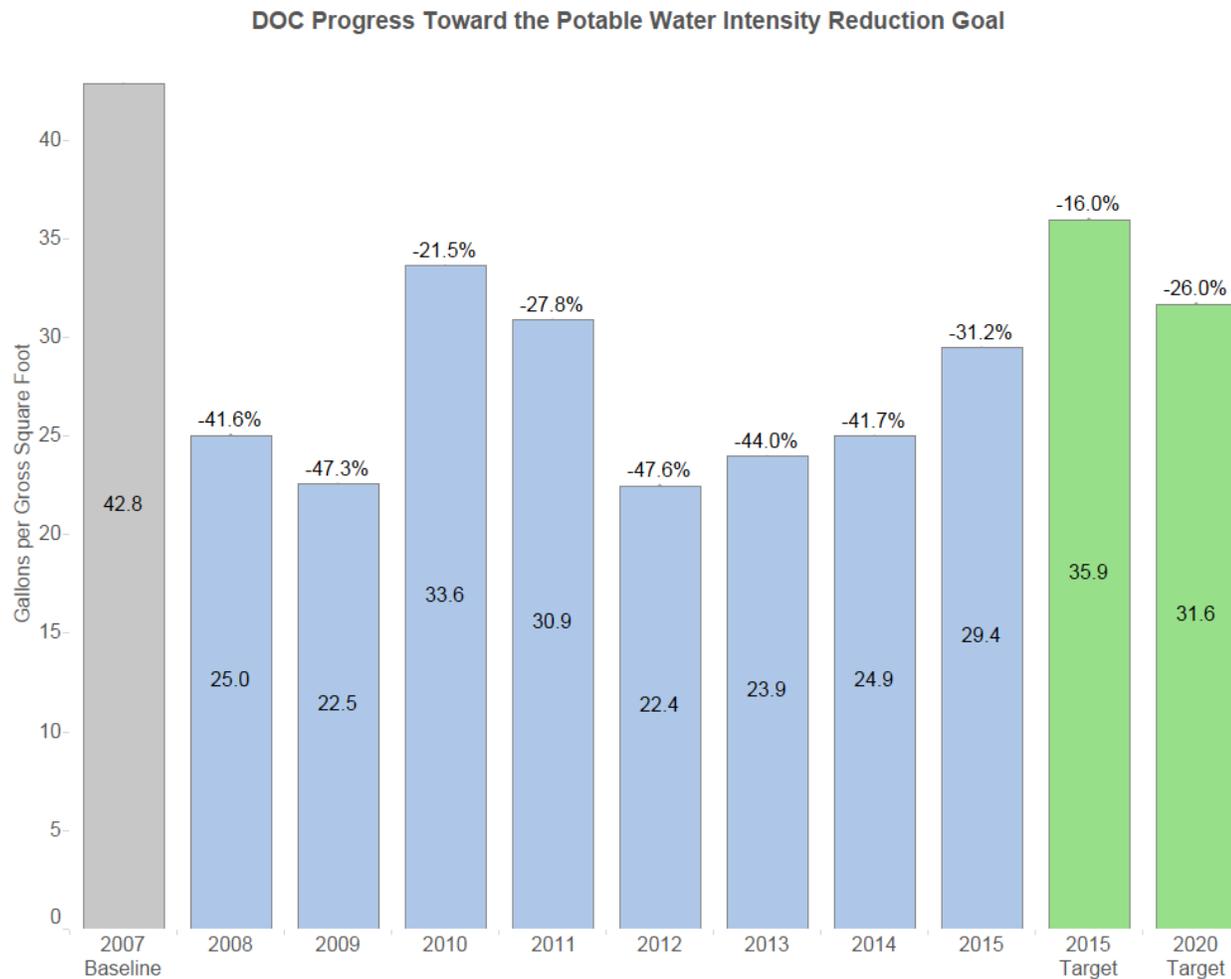
Potable Water Consumption Intensity Goal

EO 13693 Section 3(f) states that agencies must improve water use efficiency and management, including stormwater management, and requires agencies to reduce potable water consumption intensity, measured in gallons per square foot, by 2% annually through FY 2025 relative to an FY 2007 baseline. A 36% reduction is required by FY 2025.

Industrial, Landscaping and Agricultural (ILA) Water Goal

EO 13693 section 3(f) also requires that agencies reduce ILA water consumption, measured in gallons, by 2% annually through FY 2025 relative to a FY 2010 baseline.

Figure 4-1: Progress Toward the Potable Water Intensity Reduction Goal



Water Use Efficiency & Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install green infrastructure features to assist with storm and wastewater management.	Yes	<p>Many Department facilities already incorporate green infrastructure into new projects and are continually striving to improve their existing green infrastructure.</p> <p>NIST's new storm water permit from Maryland Department of the Environment, expected to be issued Fall 2017, will require implementation of more land management practices, such as green infrastructure features to protect the Chesapeake Bay.</p>	<p>NOAA will complete installation of green infrastructure features for storm water management at the WRC Campus in September 2016. (NOAA)</p> <p>NIST will develop the plan in 2017 to meet the permit requirements of increased treatment of untreated runoff and impervious areas (roofs, parking lots) by 2020.</p>
Install and monitor water meters and utilize data to advance water conservation and management.	Yes	<p>The Department will continue to utilize water data to inform and advance water conservation and management projects in 2017.</p>	<p>NOAA completed development of an Advanced Metering System implementation plan in November 2015. Currently evaluating Advanced Metering System protocols through a pilot installation project. NOAA will continue to utilize water use data directly from water meters or through input into EPA Energy Star Portfolio Manager tool to inform projects to improve building water conservation and management. (NOAA)</p> <p>NIST currently has an ESPC contract for low flow valve plumbing fixtures and has installed water meters on various campuses according to their 2015 5-Year Metering Plan. (NIST)</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install high efficiency technologies, e.g. WaterSense fixtures.	Yes	The Department plans to install high efficiency technologies.	The Department will incorporate requirements to install high efficiency technologies for water conservation into new Environmental, Energy and Sustainability Management policy and into design guides and procedure updates.
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost.	No	In an effort to focus attention on meter installation and high efficiency technologies, continued efforts to decrease water use and increase water conservation educational programs, The Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	N/A
Minimize outdoor water use and use alternative water sources as much as possible.	Yes	Continue to use irrigation free landscaping where applicable by: utilizing ESPCs for investment in new technologies; eliminating watering of turf or garden; utilizing landscape technology to reduce water usage; and increasing mulching to reduce water usage.	Census plans for 20% reduction by 2020. (Census)
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	No	In an effort to focus attention on meter installation, high efficiency technologies, continued efforts to decrease water use and increase water conservation educational programs, the Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install advanced meters to measure and monitor potable and ILA water use.	Yes	The Department made positive strides in FY 2015 to implement advanced metering system plans at several Operating Units' facilities.	NOAA completed development of an Advanced Metering System implementation plan in November 2015. Currently evaluating Advanced Metering System protocols through a pilot installation project NOAA plans to complete Water AMI pilot according to schedule by FY 2016 end. (NOAA)
Develop and implement programs to educate employees about methods to minimize water use.	Yes	Create a culture of employee awareness in ways to reduce water usage both at the workplace and at home through the secure website and quarterly newsletters as well as video blogs and the green tips monitor.	The Department's Operating Units will provide information on their websites that will have areas dedicated for water conservation efforts which will increase the number of educated employees. The Department will also hold in-person seminars and/or web-based training addressing the issue of water consumption reduction and promoting sustainability at all levels, both at work and away from the workplace.
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may impact energy use.	No	In an effort to focus attention on meter installation, high efficiency technologies, continued efforts to decrease water use, and increase water conservation educational programs, the Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	No	In an effort to focus attention on meter installation, high efficiency technologies, continued efforts to decrease water use, and increase water conservation educational programs, the Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	N/A
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	No	In an effort to focus attention on meter installation, high efficiency technologies, continued efforts to decrease water use, and increase water conservation educational programs the Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	N/A
Ensure that planned energy efficiency improvements consider associated opportunities for water conservation.	Yes	The Department has a policy that requires integration of all E.O. 13693 building sustainability requirements in leases and new construction. GSA holds responsibility for most Department-occupied properties. For these properties, the Department supports GSA on improving energy efficiency and consideration of water conservation.	NOAA plans to incorporate in EMS policy. Census' reduction in potable water intensity compared with 2007 (43.9%) is at least 12% and on track for 26% in 2020. NTIS pledges that copies of all leases awarded to be kept by the CO can be reviewed for inclusion of these requirements. (NOAA)

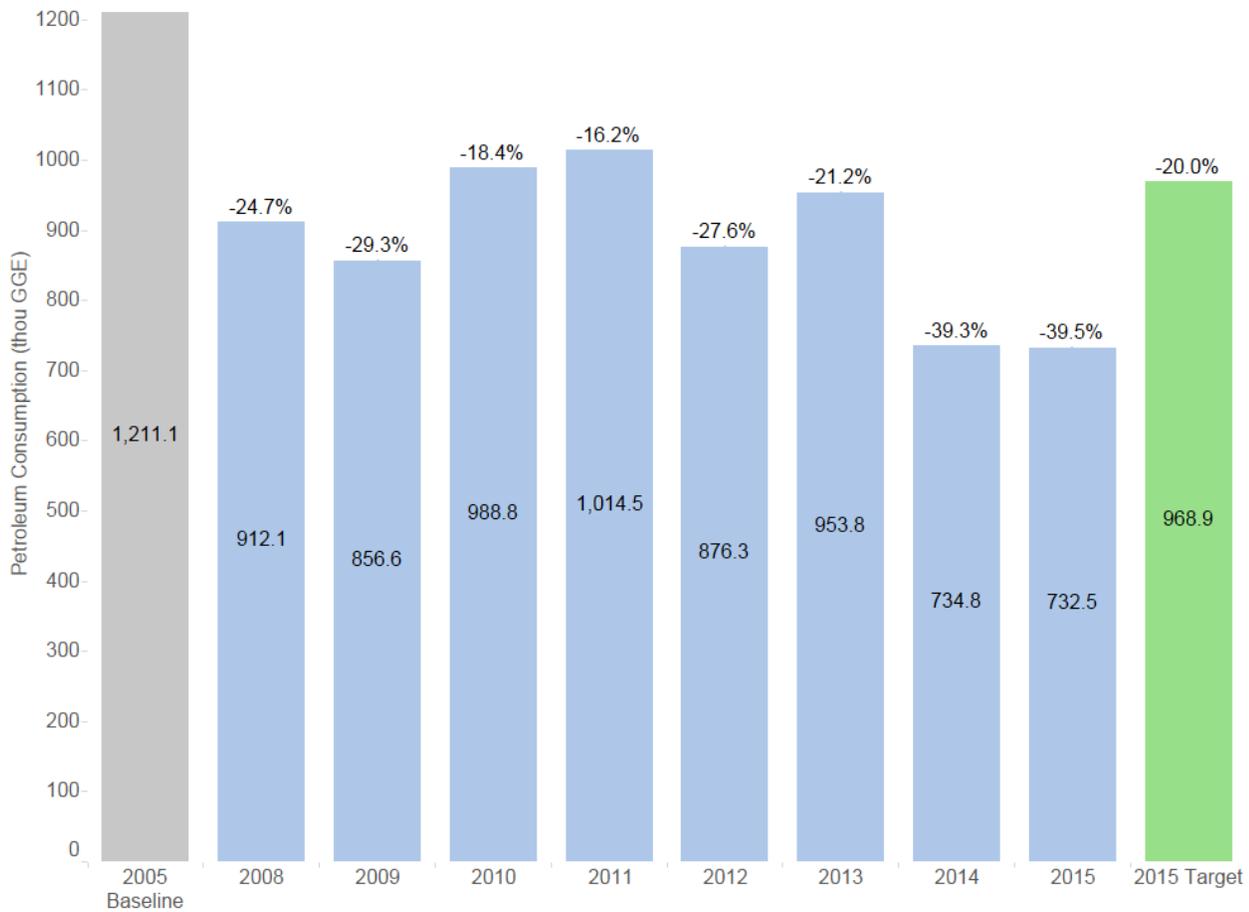
Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption	No	In an effort to focus attention on meter installation, high efficiency technologies, continued efforts to decrease water use, and increase water conservation educational programs, the Department plans to give other strategies priority but will continue to explore possible narratives to address this strategy in the future.	N/A

Goal 5: Fleet Management

Fleet Petroleum Use Reduction Goal

EO 13514 and the Energy Independence and Security Act of 2007 (EISA) required that by FY 2015 agencies reduce fleet petroleum use by 20% compared to a FY 2005 baseline.

Figure 5-1: Progress Toward the Petroleum Reduction Goal
DOC Progress Toward the Petroleum Reduction Goal



Fleet Alternative Fuel Consumption Goal

Agencies should have exceeded an alternative fuel use that is at least 5% of total fuel use. In addition, EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, required that agencies increase total alternative fuel consumption by 10% annually from the prior year starting in FY 2005. By FY 2015, agencies must have increased alternative fuel use by 159.4%, relative to FY 2005.

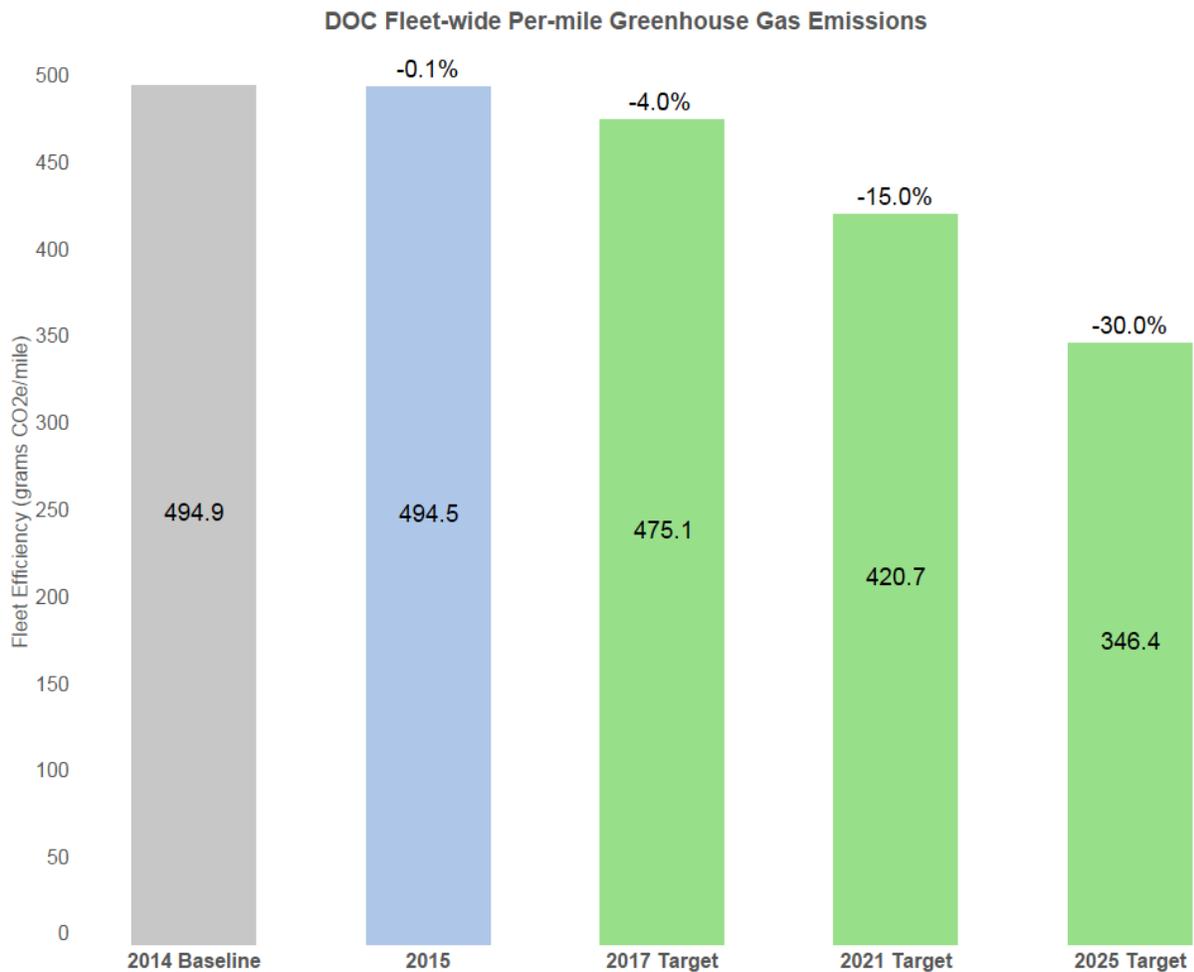
In FY 2015, the Department's use of alternative fuel equaled 11.4% of total fuel use. The Department has increased its alternative fuel use from the FY 2005 baseline by 7255% (1,089 GGE in FY 2005, 80,096 GGE in FY 2015), which far exceeds our FY 2015 target of 2,824 GGE.

Fleet Per-Mile Greenhouse Gas (GHG) Emissions Goal

EO 13693 Section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. EO 13693 section 3(g)(ii) requires agencies to reduce fleet-wide per-mile GHG emissions from agency fleet vehicles relative to a FY 2014 baseline and sets new goals for percentage reductions: not less than 4% by FY 2017; not less than 15 % by FY 2020; and not less than 30% by FY 2025.

EO 13693 Section 3(g)(i) requires that agencies determine the optimum fleet inventory, emphasizing eliminating unnecessary or non-essential vehicles. The Fleet Management Plan and Vehicle Allocation Methodology (VAM) Report are included as appendices to this plan.

Figure 5-2: Fleet-wide Per-mile GHG Emissions



Fleet Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Collect and utilize agency fleet operational data through deployment of vehicle telematics.	Yes	Conduct product evaluations through vendor interviews and business cost analysis.	Deploy required telematics by June 2017.
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management Information System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system.	Yes	Update FMIS system with vendor where applicable. The Department monitors Operating Units' access to FleetDash.	FMIS updated where applicable to accept asset level data (ALD) by FAST submission for FY 2017. The Department views monthly Operating Units' FleetDash reports.
Increase acquisitions of zero emission and plug-in hybrid vehicles.	No	The Department will replace as many vehicles as possible with ZEVs and PHEVs. However, due to available vehicle sizes they do not meet mission needs for capacity.	
Issue agency policy and a plan to install appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology.	No	The Department has several charging stations and the infrastructure for ZEV or PHEV stations. Due to the size of ZEV and PHEV the vehicles available at this time will not support the Department's mission.	
Optimize and right-size fleet composition, by reducing vehicle size, eliminating underutilized vehicles, and acquiring and locating vehicles to match local fuel infrastructure.	Yes	Conduct Vehicle Allocation Methodology (VAM). Light duty vehicles must be low greenhouse gas (LGHG) if available or E85 to match local infrastructure.	Replace or acquire vehicles that meet VAM requirements. Reduce the number of E85 vehicles and replace with LGHG vehicles in each annual replacement cycle.
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	Reiterate use of FleetDash.	Monthly reviews of Department FleetDash Data.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use a FMIS to track real-time fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	No	<p>FMIS cannot track GSA vehicles fuel use in real time.</p> <p>The Department will work with Sunflower to update fields in FMIS to capture data accurately.</p>	N/A
Implement vehicle idle mitigation technologies.	No	The Department does not have vehicles that idle for long durations.	N/A
Minimize use of law enforcement exemptions by implementing GSA Bulletin FMR B-33, <i>Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets</i> .	No	The Department law enforcement vehicles are structured as described in GSA Bulletin B-33.	N/A
Where State vehicle or fleet technology or fueling infrastructure policies are in place, meet minimum requirements.	Yes	The Department has standard operating procedure guide that consists of both federal and internal guidelines for vehicle operations.	<p>Update the Standard Operating Procedures Guide.</p> <p>Quarterly fleet meetings with Fleet Managers.</p>
Establish policy/plan to reduce miles traveled, e.g. through vehicle sharing, improving routing with telematics, eliminating trips, improving scheduling, and using shuttles, etc.	No	The Department is currently using all mentioned plans except telematics available about June 2017.	N/A

Goal 6: Sustainable Acquisition

Sustainable Acquisition Goal

EO 13693 section 3(i) requires agencies to promote sustainable acquisition by ensuring that environmental performance and sustainability factors are considered to the maximum extent practicable for all applicable procurements in the planning, award and execution phases of acquisition.

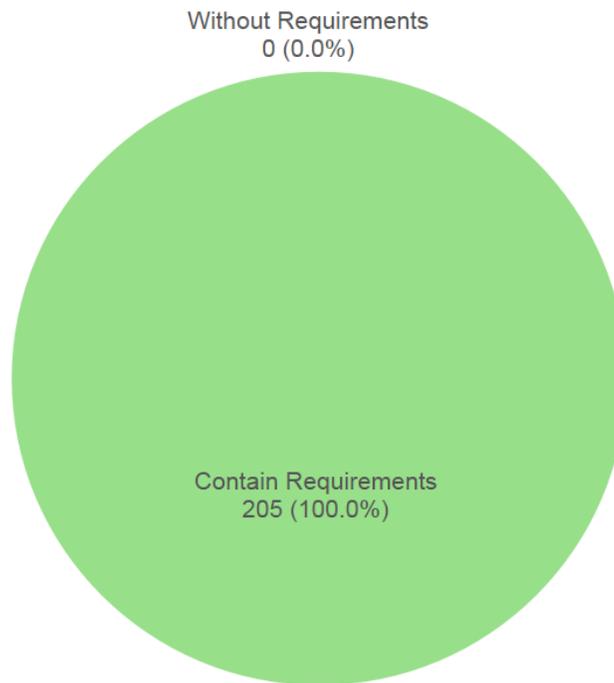
Biobased Purchasing Targets

The Agricultural Act of 2014 requires that agencies establish a targeted biobased-only procurement requirement. EO 13693 section 3(iv) requires agencies to establish an annual target for increasing the number of contracts to be awarded with BioPreferred and biobased criteria and the dollar value of BioPreferred and biobased products to be delivered and reported under those contracts in the following fiscal year.

For FY 2017, the Department has established a target of 86 contracts and \$31,657 in products to be delivered.

Figure 6-1: Percent of Applicable Contracts Containing Sustainable Acquisition Requirements

DOC Percent of Applicable Contracts Containing Sustainable Acquisition Requirements
(FY 2015 Goal: 95%)



Total Number of Contracts Reviewed: 205

Based on agency-reported results of quarterly reviews of at least 5% of applicable contract actions

Sustainable Acquisition Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Establish and implement policies to meet statutory mandates requiring purchasing preference for recycled content products, ENERGY STAR qualified and FEMP-designated products, and Biopreferred and biobased products designated by USDA.	Yes	The Department has been implementing this strategy based on current Federal Acquisition Regulation (FAR) policy for recycled content products, ENERGY STAR qualified and FEMP-designated products, and Biobased products, and will update the Green Procurement Program (GPP) in the Commerce Acquisition Manual (CAM) when FAR is revised to implement E.O. 13693	The Department will update the CAM within 6 months of issuance of applicable FAR revisions.
Establish and implement policies to purchase sustainable products and services identified by EPA programs, including SNAP, WaterSense, Safer Choice, and Smart Way.	Yes	The Department has been implementing this strategy based on current FAR policy for SNAP and WaterSense; The Department will revise the GPP in the CAM when FAR is revised to incorporate Safer Choice and Smart Way and implement E.O.13693.	The Department will update the CAM within 6 months of issuance of applicable FAR revisions.
Establish and implement policies to purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA.	Yes	The Department has been implementing this strategy based on current FAR policy for purchase of environmentally preferable products, including EPEAT. The Department will revise the GPP in the CAM when FAR is revised to delete reference to EPEAT and refer instead to environmentally preferably products and services that meet or exceed specifications, standards, or labels recommended by EPA.	The Department will update the CAM within 6 months of issuance of applicable FAR revisions.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use Category Management Initiatives and government-wide acquisition vehicles that already include sustainable acquisition criteria.	Yes	This is being addressed through the Department's strategic sourcing initiative.	**Email from Acquisition
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases.	Yes	<p>The Department will issue reminder re: current FAR requirement to include clause 52.223-2 Affirmative Procurement of Biobased Products Under Service and Construction Contracts, that requires the Contractor to report into .sam.gov , with a copy to the Contracting Officer, on the product types and dollar value of any USDA-designated biobased products purchased by the Contractor during the previous FY and at the end of contract performance.</p> <p>The Department will also update the GPP in the CAM when FAR is revised to incorporate new requirements for BioPreferred and Biobased As implemented in E.O. 13693</p>	<p><i>Sustainable Acquisition</i> newsletter will address biobased requirements</p> <p>The Department will update the CAM within 6 months of issuance of applicable FAR revisions</p>
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher.	No	Current requirements are already in the GPP/CAM	N/A
Identify and implement corrective actions to address barriers to increasing sustainable acquisitions.	No	It would be helpful to the Department if E.O. 13693 was incorporated into the FAR; FPDS improved so it could better collect SA data; semi-annual reporting requirements received in advance of the reporting periods.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Improve quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS).	No	The Department will review green element(s) as part of Independent Verification and Validation (IV&V) of FPDS data.	N/A
Incorporate compliance with contract sustainability requirements into procedures for monitoring contractor past performance and report on contractor compliance in performance reviews.	No	Consideration should be given to adding a specific element to the Contractor Performance Acquisition Reporting System (CPARS) for Sustainable Acquisition rather than by an inconsistent agency approach.	N/A
Review and update agency specifications to include and encourage products that meet sustainable acquisition criteria.	No	The Department does not maintain government-wide specifications. The CAM addresses requirements for “greening” specifications, statement of work, etc., during the acquisition forecasting and acquisition planning process. The Acquisition Review Board serves as a check.	N/A
Identify opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	No	Acquisition would typically have limited to no insight into such opportunities and any such opportunities would need to be identified and provided by program offices as part of the acquisition planning.	N/A

Goal 7: Pollution Prevention & Waste Reduction

Pollution Prevention & Waste Reduction Goal

EO 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention and to annually divert at least 50% of non-hazardous construction and demolition debris. Section 3(j)(ii) further requires agencies to divert at least 50% of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

Reporting on progress toward the waste diversion goal will begin with annual data for FY 2016.

Pollution Prevention & Waste Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023).	Yes	The Department meets EPCRA reporting requirements as applicable. The Department has published guidance on compliance with EPCRA.	Submit EPCRA reports submitted by mandated deadlines. Review compliance with EPCRA reporting requirements during scheduled facility environmental compliance assessments.
Reduce or minimize the quantity of toxic and hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets.	Yes	The Department maintains active chemical inventory systems and seeks ways to reduce and minimize the acquisition, use, and disposal of hazardous chemicals through material safety data sheet (MSDS) reviews to search for substitutes for those containing toxic or hazardous materials and hazard reviews.	MSDS and hazards reviews conducted.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	Yes	<p>The Department has published guidance to identify and implement source reduction and minimize the generation of such pollutants when possible, and develop and implement elimination or substitution through green procurement.</p> <p>Refrigerant recovery systems are utilized.</p> <p>Refrigerant repairs and/or replacements contracts include recovery clause.</p>	<p>Total fugitive emissions reported in greenhouse gas inventory submission.</p> <p>Clean Air Act compliance assessed during environmental compliance assessments.</p>
Reduce waste generation through elimination, source reduction, and recycling.	Yes	<p>The Department will continue to maximize collection of recyclables; research ways to expand types of recycling (e.g., vendors that specialize, FedBizOpps bids for excess, usable materials, etc.); continue paperless office communication; electronic file sharing and double-sided printing.</p> <p>The Department will continue to operate the Green Store within its HQ Herbert C Hoover Building to collect and redistribute used and unused office supplies and look for expansion opportunities to field activities where feasible.</p> <p>Will further define strategy once final guidance is provided measurement of this metrics.</p>	<p>Diversion tracked against the EO 13693 50% target, where feasible.</p> <p>Waste diversion achieved through Green Store.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials.	Yes	<p>The Department maintains an active integrated pest management program to improve landscape and pest management practices.</p> <p>The Department has published guidance to implement integrated pest management and other appropriate landscape management practices.</p>	<p>Review and update of Integrated Pest Management Plans (IPMP) at applicable facilities every five years.</p> <p>Integrated pest management program and practices review during facility environmental compliance assessments.</p>
Develop or revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	No	The Department maintains active chemical inventory systems and continually seeks ways to reduce and minimize the acquisition, use, and disposal of hazardous chemicals.	
Inventory current HFC use and purchases.	No	The Department and its Operating Units will maintain their ongoing HFC inventories.	
Require high-level waiver or contract approval for any agency use of HFCs.	No	Where applicable, waivers are required up the operating unit chain. GSA selects capital systems.	
Ensure HFC management training and recycling equipment are available.	No	Appropriate staff receive HFC management training and recycling equipment is available at facilities.	

Goal 8: Energy Performance Contracts

Performance Contracting Goal

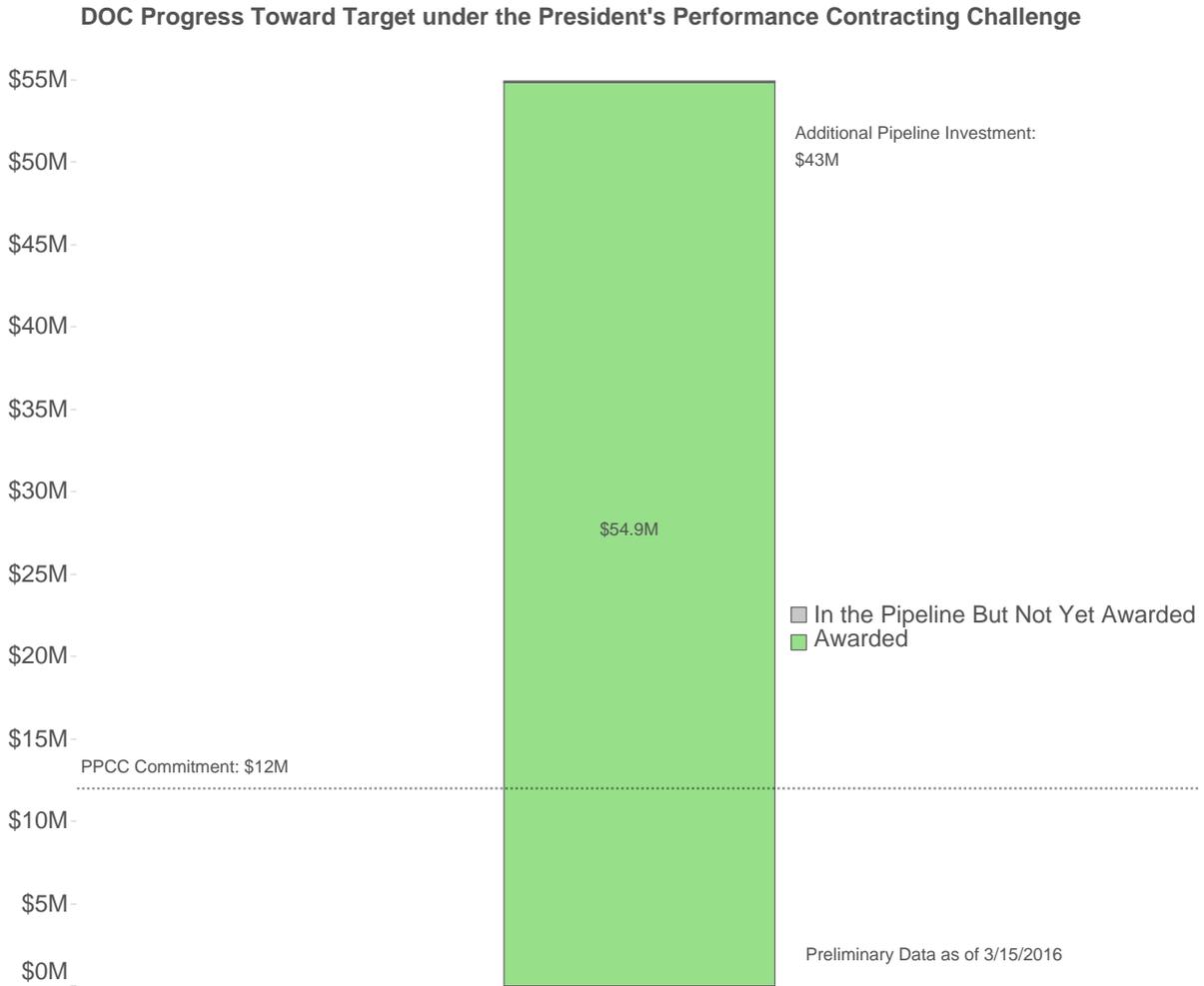
EO 13693 section 3(k) requires that agencies implement performance contracts for Federal buildings. EO 13693 section 3(k)(iii) also requires that agencies provide annual agency targets for performance contracting. The Department's commitment under the President's Performance Contracting Challenge is \$12M in contracts awarded by the end of calendar year 2016. The Department's targets for the next two fiscal years are:

FY 2017: \$0

FY 2018: \$2M

In 2015 the Department awarded four Energy Savings Performance Contracts (ESPCs) and one Utility Energy Service Contract (UESC) investing a total of \$54.9M in the Department facilities through alternative financing. This achievement resulted in the Department exceeding its commitment of \$12M in contract awards by end of calendar year 2016 under the President's Performance Contracting Challenge. In exceeding its commitment, the Department also depleted its pipeline of performance contracting projects at its largest facilities. Currently existing Energy Savings Performance Contracting opportunities have been exhausted in all the Department's Operating Units except for the National Oceanic and Atmospheric Administration (NOAA). NOAA will work to rebuild its pipeline of projects by mid-FY17 using Building Asset Scores, energy audits, energy consumption and cost data, and the results of a renewable energy opportunities analysis. This will be a challenge because the majority of NOAA's facilities are small and will need to be bundled within Line Offices to generate economically viable projects. This adds to the complexity of projects and takes more time to coordinate because of the increased number of stakeholders. As a result, the Department does not anticipate any contract awards in FY17 but commits to awarding \$2M in energy performance contracts by the end of FY18.

Figure 8-1: Progress Toward Target under the President’s Performance Contracting Challenge



Performance Contracting Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Utilize performance contracting to meet identified energy efficiency and management goals while deploying life-cycle cost effective energy and clean energy technology and water conservation measures.	Yes	Due to the constrained budget environment, the Department intends to use performance contracting as one of the primary methods by which it meets many of its sustainability goals.	Develop pipeline of projects to meet FY 2018 target by FY 2017.
Fulfill existing agency target/ commitments towards the PPCC by the end of CY16.	N/A	The Department already exceeded its CY 2016 target.	

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Evaluate 25% of agency's most energy intensive buildings for opportunities to use ESPCs/UESCs to achieve goals.	No	The Department completed this exercise in 2012-2014 and there have been no significant changes to our most energy intensive buildings since.	
Prioritize top ten portfolio wide projects which will provide greatest energy savings potential.	Yes	The Department will use Building Asset Scores, where applicable, combined with energy consumption data to prioritize top portfolio-wide projects with the greatest energy savings potential.	Determine the Building Asset Score for the largest 10% (by energy consumption) of NOAA facilities by FY 2017.
Identify and include potential onsite renewable energy projects within the scope of energy performance contracts.	Yes	The Department will use the results of the NREL renewable energy opportunities analysis to prioritize locations for more in depth analysis and site visits in order to develop requests for proposals.	Develop pipeline of projects to meet FY 2018 target by FY 2017.
Submit proposals for technical or financial assistance to FEMP and/or use FEMP resources to improve performance contracting program.	Yes	The Department entered into a year-long partnership with FEMP for technical assistance. Under this partnership, FEMP assisted the Department in completing energy audits and a renewable energy opportunities analysis. The Department will continue to work with FEMP to take this information and develop performance contracting RFPs and apply for AFFECT funding.	Submit proposal for AFFECT funding by July 27, 2016.
Work with FEMP/USACE to cut cycle time of performance contracting process, targeting a minimum 25% reduction.	No	The Department is using internal contracting resources instead of FEMP or USACE.	N/A

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Ensure agency legal and procurement staff are trained by the FEMP ESPC/UESC course curriculum.</p>	<p>Yes</p>	<p>All current core performance contracting team members have completed the FEMP ESPC/UESC training. The Department will ensure that new team members will also complete the training.</p>	<p>Provide training resources to new team members as they join the team and follow-up to ensure training was completed.</p> <p>Develop a Sustainability Training Matrix for all applicable personnel by end of CY 2016.</p> <p>NOAA will include the FEMP ESPC/UESC course curriculum in the development of its Sustainability Training Matrix. The Sustainability Training Matrix will then be incorporated into NOAA's Energy Management and Sustainability Policy. (NOAA)</p>

Goal 9: Electronics Stewardship & Data Centers

Electronics Stewardship Goals

EO 13693 Section 3(1) requires that agencies promote electronics stewardship, including procurement preference for environmentally sustainable electronic products; establishing and implementing policies to enable power management, duplex printing, and other energy efficient or environmentally sustainable features on all eligible agency electronic products; and employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

Agency Progress in Meeting Electronics Stewardship Goals

If your agency cannot track performance agency-wide, do not fill in a percentage. Instead, under status, note "(Agency) does not have agency-wide systems in place to track performance for this goal."

Procurement Goal:

At least 95% of monitors, PCs, and laptops acquired meets environmentally sustainable electronics criteria (EPEAT registered).

FY 2015 Progress: 100% for monitors, PCs, laptops; 41.2% for televisions; unknown for printers and multifunctional devices.

Power Management Goal:

100% of computers, laptops, and monitors has power management features enabled.

FY 2015 Progress: 100% of equipment has power management enabled.
0% of equipment has been exempted.

End-of-Life Goal:

100% of electronics disposed using environmentally sound methods, including GSA Xcess, Computers for Learning, Unicor, U.S. Postal Service Blue Earth Recycling Program, or Certified Recycler (R2 or E-Stewards).

FY 2015 Progress: 100%

Data Center Efficiency Goal

EO 13693 Section 3(a) states that agencies must improve data center efficiency at agency facilities, and requires that agencies establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers.

Electronics Stewardship Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Use government-wide strategic sourcing vehicles to ensure procurement of equipment that meets sustainable electronics criteria.</p>	<p>Yes</p>	<p>The Department has implemented a strategic sourcing program that establishes Department-wide procurement vehicles against Government-wide vehicles (when applicable) consistent with OMB guidelines for procuring sustainable electronics. This includes energy-saving and green approved products with regard to computers, network equipment, printers and office machines.</p> <p>The Department is implementing a Department-wide Category Management strategy consistent with the Strategic Sourcing initiative. The management of procured services and commodities by category is forming as the strategic sourcing portfolio continues to grow. This strategy is consistent with OMB's guidance on Category Management.</p>	<p>Roll out two new contract vehicles in FY17 for sustainable electronic products to expand the portfolio of products available to the customer base. Sustainable and green procurement initiatives included as part of the acquisition process.</p> <p>In FY17, the Department intends to establish three category portfolios, the first category for "Cellular/Mobile" devices, the second for "Electronic Devices" and the third for "Software". Each of these categories and underlying contracts will leverage Government-wide acquisition vehicles to the extent they are available.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Enable and maintain power management on all eligible electronics; measure and report compliance. OCIO</p>	<p>Yes</p>	<p>The Department enables and maintain power management on all eligible electronics and measure, and measure and reports compliance.</p> <p>The Department will continue to collaborate with the IT services teams to monitor configuration settings and educate bureaus of guidance and enforce through policy development management, as needed.</p>	<p>Biannual data call to ensure compliance. Next reporting cycle is second quarter, FY 2017.</p> <p>Benchmark status on compliance of power management in FY 2017.</p> <p>80% DOC laptops have consistent standard configurations to include power management in FY 2018</p>
<p>Implement automatic duplexing and other print management features on all eligible agency computers and imaging equipment; measure and report compliance.</p>	<p>Yes</p>	<p>A Department-wide Print Management policy was implemented in 2014 and is recommended for all bureaus.</p> <p>As the Department moves towards 21st century and open space configurations, a print management solution is being implemented as part of the Shared Services Program. Print management will establish automatic print management policies such as auto duplexing, 'follow-me' printing, and user management through credentialing and authentication.</p>	<p>Print management included as part of Shared Services Program.</p> <p>Benchmark status on compliance of duplex printing in FY 2017.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure environmentally sound disposition of all agency excess and surplus electronics, consistent with Federal policies on disposal of electronic assets, and measure and report compliance.	Yes	<p>The Department works through GSA for disposition of excess and surplus electronics and has posted procedures on its website.</p> <p>The Department will update its Personal Property Management Manual (PPMM) to reflect end-of-life requirements for electronics in E.O. 13693 and GSA Bulletin FMR B-34, Disposal of Federal Electronic Assets.</p>	Department's PPMM issued by end of FY 2016.
Improve tracking and reporting systems for electronics stewardship requirements through the lifecycle: acquisition and procurement, operations and maintenance, and end-of-life management.	No	<p>The Department will work to provide training and awareness specific to E.O. 13693 and mandates with IT implications.</p> <p>The Department tracks electronics after purchase through end-of-life.</p> <p>The Department will update its PPMM to include tracking and end-of-life requirements for electronics in accordance with E.O. 13693 and GSA Bulletin FMR B-34, Disposal of Federal Electronic Assets.</p>	<p>Define and deploy an end-of-fiscal year data sharing exercise with the Offices of Chief Information Officer, Acquisition Management, and Personal Property Management to determine gaps and compliance.</p> <p>Electronics Stewardship Training.</p> <p>Department's PPMM issued by end of FY 2016.</p>

Data Center Efficiency Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Develop, issue and implement policies, procedures and guidance for data center energy optimization, efficiency, and performance.</p>	<p>Yes</p>	<p>The Department will work to develop and publish an annual strategic plan, as required by OMB's Data Center Optimization Initiative (DCOI) once the DCOI memo is finalized. This strategic plan will include among other items:</p> <ul style="list-style-type: none"> • Planned and achieved performance levels for each optimization metric, by year; • Planned and achieved closures, by year; • An explanation for areas in which achieved optimization metrics and closures did not meet those planned in a previous Strategic Plan; and • A description of the steps the agency is taking or will take to achieve its future planned performance levels and closure goals. 	<p>Publish an annual strategic plan.</p>
<p>Install and monitor advanced energy meters in all data centers (by fiscal year 2018) and actively manage energy and power usage effectiveness.</p>	<p>No</p>	<p>The Department will work to acquire and install metering and automated tools throughout its data center inventory.</p> <p>As each power distribution unit (PDU) approaches its end of life and support, PDUs will be replaced by modern PDUs that have high efficiency transformers. Establish cost to install power-monitoring system.</p>	<p>N/A</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Minimize total cost of ownership in data center and cloud computing operations.	Yes	<p>The Department will continue to market the Census Bowie Computer Center as an opportunity for co-location government-wide (<i>i.e.</i>, non-managed hosting). This includes increasing the number of racks to provide additional computing power to Census or co-location organizations.</p> <p>The Department will continue to move forward in the virtualization of systems where possible.</p>	<p>BEA co-location of its computing resources within the Census Bowie Computer Center.</p> <p>Achieve 95% virtualization within the Department by the end of FY17.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Identify, consolidate and migrate obsolete, underutilized and inefficient data centers to more efficient data centers or cloud providers; close unneeded data centers.</p>	<p>Yes</p>	<p>The Department has issued data calls to identify obsolete, underutilized and inefficient data centers.</p> <p>The Department will work actively with its component agencies to develop and publish an annual strategic plan, as required by the DCOI that will include data center optimization goals as described in the first data center strategy.</p> <p>To increase facility utilization, the Department will identify additional closure and consolidation targets, giving preferential consideration to data centers in its owned inventory. Actions may include closing and consolidating additional data centers, moving applications to the cloud, moving to a shared services or co-location provider, and increasing virtualization.</p>	<p>NTIA movement of its ITS Boulder lab servers to a new consolidated Boulder computing center operated by NIST.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Improve data center temperature and air-flow management to capture energy savings.</p>	<p>Yes</p>	<p>The Department plans to use NTIA success as a model: NTIA implemented a virtual infrastructure at its Herbert C Hoover Building (HCHB) and migrated to the HCHB Consolidated Server Room, thus reducing the number of racks from 12 to 3 and reducing its power usage efficiency (PUE) through more efficient cooling.</p> <p>The Department strives to make all equipment purchases Energy Star compliant whenever possible.</p>	<p>NTIA installation of separate power monitoring systems and a close coupled air conditioning solution in its Pennsylvania data center to help monitor power.</p>
<p>Assign certified Data Center Energy Practitioner(s) to manage core data center(s).</p>	<p>No</p>	<p>The Department has assigned Data Center Practitioners and will work with data center points of contact (POCs) to provide guidance on energy practitioner certifications when the DCOI memo is finalized.</p>	<p>N/A</p>

Goal 10: Climate Change Resilience

EO 13653, *Preparing the United States for the Impacts of Climate Change*, outlines Federal agency responsibilities in the areas of supporting climate resilient investment; managing lands and waters for climate preparedness and resilience; providing information, data and tools for climate change preparedness and resilience; and planning.

EO 13693 Section 3(h)(viii) states that as part of building efficiency, performance, and management, agencies should incorporate climate-resilient design and management elements into the operation, repair, and renovation of existing agency buildings and the design of new agency buildings. In addition, Section 13(a) requires agencies to identify and address projected impacts of climate change on **mission critical** water, energy, communication, and transportation demands and consider those climate impacts in operational preparedness planning for major agency facilities and operations. Section 13(b) requires agencies to calculate the potential cost and risk to mission associated with agency operations that do not take into account such information and consider that cost in agency decision-making.

Climate Change Resilience Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Strengthen agency <i>external</i> mission, programs, policies and operations (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.</p>	<p>Yes</p>	<p>The Department is working to integrate climate change considerations into its diverse set of missions and programs. In particular, NOAA is committed to helping coastal communities address increasing risks from extreme weather events, climate hazards, and changing ocean conditions. To that end, NOAA’s Resilience Grants Program was developed to build resilience of coastal ecosystems and communities in the U.S. Through cooperative resilience grant programs in both NOAA Fisheries and NOAA Ocean Service, \$13 million was awarded in coastal resilience grant money from 2015 to 2016.</p>	<p>NOAA will report on progress from the FY15-16 Resilience Grants Awards and continue the Resilience Grants Program to build resilience of coastal ecosystems and communities in the U.S with new awards in FY17 (NOAA NOS and NMFS).</p> <p>EDA will track the number and dollar amount of economic development projects that specifically support resilience to climate change in FY17.</p> <p>USPTO will continue to increase the number of applications under its Patent Prosecution Highway (PPH) and “Track 1” programs to provide opportunities for fast-tracked examination of patent applications for adaptation-related and other green technologies.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Update and strengthen agency <i>internal</i> mission, programs, policies, and operations to align with the Guiding Principles, including facility acquisition, planning, design, training, and asset management processes, to incentivize planning for and addressing the impacts of climate change.</p>	<p>Yes</p>	<p>The Department will update its Departmental Administrative Order 216-18 (Addressing Climate Change Impacts at the Department of Commerce in Operations and Programs).</p> <p>The Department will continue to evaluate potential climate change impacts on its facilities.</p> <p>In December 2015, NOAA and other agencies released “A Framework for Building Climate Literacy and Capabilities Among Federal Natural Resource Agencies” that provides a strategic approach for agencies to collaborate and implement climate training and education programs.</p> <p>In response to the OMB and CEQ memo on incorporating ecosystem services into federal decision-making, NOAA has drafted a response that describes how NOAA currently incorporates ecosystem services and develops a work plan for continuing to incorporate ecosystem services into NOAA’s policies and programs.</p>	<p>Update DAO by end of Dec 2017.</p> <p>Facilities: USPTO will identify areas of agency mission, policies, and programs that need to be updated or strengthened and evaluate potential vulnerabilities to at least 50% of USPTO facilities by end FY 2017. NIST will integrate climate change adaptation considerations in master plan updates and on a project by project basis in partnership with its A/E firms. NOAA will complete Phase 2 (two pilot analyses of site-specific mitigation measures and strategies) of its vulnerability assessment.</p> <p>NOAA will conduct climate training and education needs assessments (FY17 Q2) and integrate climate training needs into existing agency training curriculums (FY17 Q4).</p> <p>NOAA will continue to integrate ecosystem services into grant programs (FY17 Q4) and develop a policy directive indicating that NOAA will integrate an ecosystem services approach, where appropriate, into its policies and programs. (FY17 Q2).</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Update emergency response, health, and safety procedures and protocols to account for projected climate change, including extreme weather events.	Yes	Review Occupant Emergency Procedures and Plans and Continuity of Operations Plans and assess their validity with respect to how best to prepare for and protect from extreme weather events. Ensure situational awareness reporting from the Emergency Operations Center on extreme weather events that may impact DOC assets.	Annually review and validate OEP and COOP and conduct Shelter In Place exercises. Evaluation of the OEP is conducted twice/year, during fire evacuation, severe weather, and shelter-in-place drills. Participate in annual nationwide Homeland Security COOP event. Hot wash reviews of desktop scenario responses to extreme weather events are conducted annually.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
<p>Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.</p>	<p>Yes</p>	<p>Examples of the importance of this strategy are woven throughout the Department's Adaptation Plan, including responding to extreme weather and water events (Action 9), Arctic region adaptation (Action 10) and . NIST-sponsored Community Resilience Panel (Action 6).</p>	<p>Continue to develop NOAA's new Water Initiative through the National Water Model; a new generation of water-level products for coastal storms; a 14/7 water operations center at the NWS National Water Center (NWC); and new region-specific workshops and vulnerability analyses to improve community-level water forecasting (FY17 Q4).</p> <p>Continue to improve NOAA's arctic climate data and products through the CPC website; LCAT; international synoptic survey of the Pacific Arctic Ocean; increasing the number of new observations data sets from the Pacific Arctic; upgrading the Climate Forecast System Reanalysis sea ice initial conditions with PIOMAS data (FY17Q4).</p> <p>NIST will publish guidelines to facilitate local use of the <i>Community Resilience Planning Guide for Buildings and Infrastructure Systems</i>, give at least 3 presentations to major stakeholders and continue to leverage Panel partnerships in 2017.</p>

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure that vulnerable populations potentially impacted by climate change are engaged in agency processes to identify measures addressing relevant climate change impacts.	No	Vulnerable populations can benefit from many of the Department's programs and products related to climate change impacts. Examples include NOAA's work on the Arctic (Action 10), sentinel sites and sea level rise (Action 11), fish stock distributions (Action 12), resiliency of fish stocks and fishing communities (Action 13), corals (Action 16).	N/A
Identify interagency climate tools and platforms used in updating agency programs and policies to encourage or require planning for, and addressing the impacts of, climate change.	Yes	As a data agency, the Department collaborates on many interagency initiatives to develop climate and resilience data, tools, and platforms.	NOAA will continue to support and develop the Climate Resilience Toolkit with other federal agencies and partners (FY17 Q4). NIST-sponsored Community Resilience Panel will increase awareness of indicators, metrics, tools and standards in the Resilience Knowledge Base.

Appendix A: Fleet Management and VAM Report

**FY 2016 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
Department of Commerce**

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions.

- (1) Briefly, what is the agency's primary/core mission and how is the fleet configured to support it?
- (2) Please describe the organizational structure and geographic dispersion of your fleet.
- (3) What are the ancillary missions, such as administrative functions, and how are they supported?
- (4) How are vehicles primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types?

The mission of the U.S. Department of Commerce (DOC) is to create the conditions for economic growth and opportunity. The Department works with businesses, universities, communities, and our Nation's workers to promote job creation, economic growth, sustainable development, and improved standards of living for Americans.

Specific missions of the Bureaus who are assigned vehicles are captured below:

Office of the Secretary (OS). The Office of the Secretary is the general management arm of the Department and provides the principal support to the Secretary in formulating policy and in providing advice to the President. It provides program leadership for the Department's functions and exercises general supervision over the operating units. It also directly carries out program functions as may be assigned by the Secretary, and provides, as determined to be more economic or efficient, administrative and other support services for designated operating units. The OS fleet includes vehicles that support the Secretary of Commerce, the Deputy Secretary of Commerce, the Office of Security (OSY), the Office of the Inspector General (OIG), the Office of Human Resources Management (OHRM), and the Office of Facilities and Environmental Quality (OFEQ). The OS fleet is comprised of General Services Administration (GSA)-leased and one commercial-leased vehicle. OS also has two Agency-owned vehicles. The majority of the OS fleet is located within the Washington Metropolitan area. There are three main uses for OS vehicles: (1) security/protection support for the Secretary, (2) law enforcement purposes, and (3) administrative use.

Bureau of Industry and Security (BIS). The Bureau of Industry and Security is a licensing, regulatory, and enforcement agency that advances U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and by promoting continued U.S. strategic technology leadership and a strong defense industrial base. BIS administers and enforces the Export Administration Regulations (EAR), which

regulates the export and re-exports of commercial commodities and technology, as well as less sensitive military items. BIS has a team of special enforcement agents and analysts, singularly focused on enforcing export control regulations. The special agents are located in offices in nine major U.S. cities and in six major economic hubs abroad. The BIS fleet is configured to allow Special Agents the ability to conduct criminal and administrative investigations throughout the United States. The BIS fleet is comprised of GSA-leased vehicles. These are law enforcement vehicles operating throughout the United States and are used for day-to-day administrative functions to support the BIS mission.

Census Bureau (Census). The Census Bureau's mission is to serve as the leading source for quality data about the nation's people and economy. Census honors privacy, protects confidentiality, shares expertise globally, and conducts its work openly. They are guided in this mission by scientific objectivity, a strong and capable workforce, devotion to research-based innovation, and an abiding commitment to its customers. Census Headquarters is located in Suitland, Maryland, where many of its vehicles are used for administrative purposes. Census maintains warehouse operations on a campus in Jeffersonville, Indiana, where they have a variety of vehicles, including mid-size sedans, sport utility vehicles (SUVs), and pick-up trucks. The majority of the Census fleet is comprised of GSA-leased vehicles from compact sedans to heavy-duty vehicles used to carry personnel and equipment to support the Bureau's mission throughout the United States and U.S. territories.

International Trade Administration (ITA). The International Trade Administration (ITA) is charged with strengthening the competitiveness of U.S. industry, promoting trade and investment, and ensuring fair trade and compliance with trade laws and agreements. ITA is organized into three business units that work together to achieve ITA's mission:

Industry and Analysis. ITA advances the international competitiveness of U.S. industries by leveraging expertise and relationships with U.S. industry in the development and execution of innovative international trade and investment policies and strategies.

Enforcement and Compliance. ITA promotes the effective administration of U.S. antidumping (AD) / countervailing (CVD) trade law remedies; addresses and curtails trade distorting practices; promotes adoption of disciplines and practices by U.S. trading partners that enhance transparency and impartiality in foreign trade practices; and administers the Foreign Trade Zone (FTZ) program and other import programs that support U.S. jobs. It also represents and advocates on behalf of U.S. industry interests with regard to the exercise and enforcement of U.S. rights under bilateral and multilateral trade agreements.

Global Markets. ITA advances U.S. commercial interests by engaging with U.S. businesses that export to foreign countries; expands U.S. exports by developing and implementing policies and programs to increase U.S. access to and presence in foreign markets; provides market contacts, knowledge, opportunities, and customized solutions to U.S. firms and expands foreign investment into the United States by promoting the United States as the investment destination. ITA has one domestic GSA-leased vehicle

used primarily to support senior management. The majority of ITA's fleet is overseas. The overseas vehicles consist of Agency-owned compact sedans, pick-up trucks, SUVs, and minivans to support day-to-day administrative functions, and armored vehicles (Level III & Level IV) for official business related to the transportation of Foreign Service Officers and local-engaged staff, in locations determined to warrant the use of armored vehicles.

National Institute of Standards and Technology (NIST). The National Institute of Standards and Technology (NIST) is one of the Nation's oldest physical science laboratories. At NIST world class science connects to real-world applications. With a varied research portfolio, unique facilities, national networks and international partnerships on standards and technology, NIST works to support U.S. industry and innovation. From cybersecurity to mammograms and advanced manufacturing, innumerable technologies, services and products rely upon NIST expertise, measurement, and standards. NIST has a century-long tradition of partnering with businesses, universities, and other government agencies to support the nation's vast innovation ecosystem. The NIST fleet is comprised of GSA-leased and Agency-owned vehicles that provide administrative support to scientific and administrative personnel. NIST has its main campus in Gaithersburg, Maryland, where the majority of vehicles are located. Additionally, NIST has vehicles located in Boulder, Colorado. The NIST fleet inventory varies from sedans, pickup trucks, vans, and SUVs.

National Oceanic and Atmospheric Administration (NOAA). The National Oceanic and Atmospheric Administration is America's environmental intelligence agency, providing timely, reliable and actionable information based on sound science every day to millions of Americans. NOAA's products and services are used by decision makers around the country to better understand risk and prepare for the future. NOAA's mission is to keep citizens informed of the changing environment around them from the surface of the sun, to the depths of the ocean floor, thereby protecting life and property and conserving and protecting natural resources. From daily weather forecasts, severe storm warnings and climate monitoring, to fisheries management, coastal restoration and supporting marine commerce, NOAA's products and services support economic vitality and affect more than one-third of America's gross domestic product. The NOAA fleet is comprised of GSA-leased and Agency-owned vehicles. NOAA uses its fleet in a variety of different ways due to the wide scope of the Line/Staff Office (LO/SO) missions that comprise the Bureau. Various types of vehicles from compact sedans are used in day-to-day administrative functions and heavy-duty vehicles are used to carry personnel, equipment, and towing trailers for hauling boats and equipment to support each LO/SO's mission. NOAA vehicles operate in all 50 states and U.S. territories.

National Telecommunications and Information Administration (NTIA). The National Telecommunications and Information Administration (NTIA), located within the Department of Commerce, is the Executive Branch agency that is principally responsible by law for advising the President on telecommunications and information policy issues. NTIA's programs and policymaking focus largely on expanding broadband Internet access and adoption in America, expanding the use of spectrum by all users, and ensuring that the Internet remains an engine for continued innovation and economic growth. These goals are critical to America's

competitiveness in the 21st century global economy and to addressing many of the nation's most pressing needs, such as improving education, health care, and public safety. All of NTIA vehicles have been selected, and some customized, to meet specific mission and work-related needs. The scientific measurement vehicles range in size and functionality, which is imperative for field research. Measurements are conducted across a wide range of locations under very different environmental conditions. The NTIA fleet is comprised of two GSA-leased vehicles and five agency owned vehicles. All NTIA vehicles are located in Boulder, CO.

National Technical Information Service (NTIS). The National Technical Information Service serves as the largest central resource for government-funded scientific, technical, engineering, and business related information available today. For more than 60 years, NTIS has assured businesses, universities, and the public timely access to approximately 3 million publications covering over 350 subject areas. The mission of NTIS is to collect and preserve scientific, technical, engineering, and other business-related information from federal and international sources, which is disseminated to the American business and industrial research community. NTIS also provides information management services for other federal agencies to assist those agencies in accomplishing the information needs of their constituents. The primary purpose of the NTIS fleet is to support the NTIS staff in providing and supporting project management and customer service to the public and our federal agency customers. All NTIS vehicles are located at their headquarters in Alexandria, VA; their vehicle fleet consists of sedans, small SUVs and a heavy-duty truck leased from GSA.

U.S. Patent and Trademark Office (PTO). The United States Patent and Trademark Office (USPTO) is the federal agency responsible for granting U.S. patents and registering trademarks. In doing this, the USPTO fulfills the mandate of Article I, Section 8, Clause 8, of the Constitution that the legislative branch "promote the progress of science and the useful arts by securing for limited times to inventors the exclusive right to their respective discoveries." The USPTO registers trademarks based on the commerce clause of the Constitution (Article I, Section 8, Clause 3). Under this system of protection, American industry has flourished. New products have been invented, new uses for old ones discovered, and employment opportunities created for millions of Americans. The strength and vitality of the U.S. economy depends directly on effective mechanisms that protect new ideas and investments in innovation and creativity. The continued demand for patents and trademarks underscores the ingenuity of American inventors and entrepreneurs. The USPTO is at the cutting edge of the nation's technological progress and achievement. PTO vehicles are primarily used to support the local transportation needs of the agency's Under Secretary, Deputy under Secretary, and senior level leaders to and from Washington, DC Metropolitan area locations to conduct official business. The PTO fleet is comprised of commercial and GSA leased sedans and SUVs.

(B) Description of vehicle acquisition/replacement strategies.

(1) Describe your agency's vehicle sourcing strategy and decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing the cost of owned vehicles to leased vehicles, you should compare all direct and indirect costs

projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source. Note: Information on calculating indirect cost is contained in FMR Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations.

(2) Describe your agency's plans and schedules for locating AFVs in proximity to AFV fueling stations.

(3) Describe your agency's approach to areas where alternative fuels are not available and whether qualifying low greenhouse gas (LGHG) vehicles or ZEV's are being placed in such areas.

(4) EO13693 requires agencies to reduce greenhouse gas (GHG) emissions as compared to a 2014 baseline. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?

(5) EO13693 requires agencies to acquire zero emission vehicles (ZEV's) as an increasing percentage of passenger vehicle acquisitions. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?

(Note: Do not attach or provide funding documentation unless requested)

The Department acquisition strategy is to lease exclusively through GSA and to only purchase vehicles that are customized for particular missions or vehicles located in remote area where GSA scheduled maintenance is not supported. NOAA has vehicles located in Alaska and Samoa where GSA does not lease vehicles. NTIA have customized scientific research vehicles that are purchased. This strategy is based on two parts:

- GSA replacement cycle for replacing vehicles prior to expiration of vehicle manufacturer warranties saves the Department repair costs and keeps the fleet with newer vehicles and latest vehicle technology.
- Purchasing vehicles that are generally customized and underutilized according to normal standards, but are in the fleet for ten years or more.

Currently the Department's light-duty and some medium-duty vehicles are AVFs. The E85 vehicles that are located in areas the infrastructure does not support alternative fuel usage are being replaced with Low Green House Gas (LGHG) vehicles where possible. This strategy is being executed as each qualifying vehicle reaches the GSA replacement criteria or the vehicle life cycle termination date. This will help reduce the GHG as described in E.O. 13693. The Department will continue to look at the current inventory and lease ZEV's where possible. Due to the available vehicle sizes for ZEV's, they do not meet most of the Department's requirements.

(C) Description of Telematics related acquisition strategies.

(1) EO13693 requires agencies to incorporate telematics into the fleet. Describe your agency's plans to meet this goal.

- (2) If funding is required to comply with this mandate, do you have documentation that it has been requested? (Do not attach or provide funding documentation unless requested).
- (3) Has the agency acquired the telematics system through GSA or directly from a vendor/company? If so, provide the name of the vendor/company. Did the costs of telematics systems acquired directly from the vendor/company exceed those provided through GSA? If so, please provide rationale for the decision.
- (4) Describe the type of telematics technology installed (satellite, cellular or radio frequency identification (RFID)).
- (5) What type of telematics features is installed in your vehicles? Check all that apply from the list below: (Note – When the form is finalized, there will be check boxes or drop down box included on the template)

GPS tracking - Fleet managers can monitor the location of their vehicles in real-time by logging on to a user accessible website.

Engine diagnostics - Fleet managers can have engine diagnostics reports delivered to their email showing the current condition of the vehicle, odometer readings, idle time, emissions information and speed data.

Vehicle monitoring and driver identification - Fleet managers can track a driver of every vehicle via the usage of key fobs for the drivers or in-vehicle devices and can track who is, or was, driving any given vehicle at any particular time, as well as limit who can operate which vehicles.

Other – Safety, Speeding and unsafe driving.

Fuel Usage - Information on gallons of fuel and subsequent MPG calculations.

- (6) Describe the obstacles encountered, lessons learned, and any experiences or other information that may benefit other agencies. Consideration should be given to the impact that aftermarket telematics may have on vehicle warranties.

The Department is currently gathering information about telematics for installation throughout the fleet. NIST currently has telematics provided by Ibteletronics Inc. on all 117 vehicles at the Maryland campus with plans to install the system on all 32 vehicles on the Colorado campus. NIST vehicle telematics is satellite based and includes GPS tracking, engine diagnostic, mileage, fuel usage, safety, speeding, and unsafe driving. NIST's major concern prior to installation was data security. Budget challenges within the Department of Commerce (DOC) may preclude the Department from meeting the requirements outlined in E.O. 13693, section 3 (g)(iii) which states:

Collecting and utilizing as a fleet efficiency management tool, as soon as practicable but not later than two years after the date of this order, agency fleet operational data

through deployment of vehicle telematics at a vehicle asset level for all new passenger and light duty vehicle acquisitions and for medium duty vehicles were appropriate;

(D) Description of efforts to control fleet size and cost.

- (1) Provide an explanation for any measurable change in your agency's fleet size, composition, and/or cost or if you are not meeting optimal fleet goals (based on agency VAM study results).
- (2) Describe the factors that hinder attainment of your optimal fleet (e.g., budgetary, other resource issues, mission changes, etc.).
- (3) Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves.
- (4) Are you aware of and do you consider alternatives (short-term rental, pooling, public transportation, etc.) to adding a vehicle to the agency's fleet?
- (5) Discuss the basis used for your future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, etc.)

The main criterion for determining fleet size and cost is based entirely on the agency needs to accomplish its missions. All Bureaus within the Department have decreased the size of some vehicles or downsized the number of vehicles agreed upon when establishing the Department's VAM goals. Over the past five years as new programs or additional mission requirements were developed or eliminated throughout the Department, vehicles are requested and justified, realigned to other areas of the Department, or eliminated. The Department reviews all vehicle justifications from the Bureaus, vehicle utilization data (e.g., average number of miles driven quarterly), vehicle age, and fuel efficiency. Agency-owned vehicles are currently being replaced with GSA-leased vehicles to the maximum extent possible to cut cost. The Department has recommended to the bureaus to consider pooling and short term leasing, these seem to be the best options based on the missions in most of the bureaus. All cost projections are based on inflation estimates and mission changes which are reflected in budget submissions. The bureaus generally use a 3% flat increase for inflation estimates to determine vehicle costs.

E) Description of Vehicle Assignments and Vehicle Sharing.

- (1) Describe how vehicles are assigned at your agency (i.e., individuals, offices, job classifications, motor pools).
- (2) Describe your agency's efforts to reduce vehicles assigned to a single person wherever possible.
- (3) Describe pooling, car sharing, and shuttle bus consolidation initiatives as well as efforts to share vehicles internally or with other federal activities.
- (4) Describe how home-to-work (HTW) vehicles are justified, assigned, and reported, as well as what steps are taken by your agency to limit HTW use.
- (5) Does your agency document/monitor the additional cost of HTW use of federal vehicles? If so, please describe how.

In some cases, such as for law enforcement purposes in BIS, NOAA, and OIG, an individual in an office with a specific task could be assigned a vehicle. In other instances, vehicles are not assigned to a person but are used for administrative purposes (e.g., meeting attendance or site visits). The ITA overseas vehicle fleet follows all applicable laws, regulations, and the Foreign Affairs Manual (14 FAM 430 Managing Official Vehicles at Post Abroad). These vehicles are utilized for official use only and must be directly related to the conduct of U.S. Government business. However, "other authorized use" may be approved only in rare circumstances, specifically when public transportation is unsafe or not available.

Currently, the Department has motor pool vehicles that are shared among Bureaus for official business and the Department sees this continuing in the future. Listed below are current vehicle sharing practices of three major DOC bureaus:

- NIST uses shuttle buses to transport employees to and from the commuter train and metro bus station in the Washington, DC Metropolitan area.
- Census has courier service, Departmental bus service, and driving service to assist the Department and other agencies to keep the number of vehicles for the Department at a minimum.
- Census, NIST and OS also provides u-drive vehicles for employees to use when required to perform official duties offsite in the local area, such as site visits, meetings, and training.

Home-To-Work (HTW) vehicles are accountable as directed by Section 1344 of Title 31 of U.S.C. The Secretary of the Department of Commerce has authorized HTW for OIG and BIS, and NOAA for law enforcement purposes only. HTW is limited to the mission. Currently these bureaus are responsible for tracking HTW and the Department does spot checks.

(F) Evidence of Vehicle Allocation Methodology (VAM) Planning.

Provide information on the methods used to determine your agency's VAM targets/optimal inventory. (Recommendation #2 from GAO report: GAO-13-659. See FMR Bulletin B-30 for guidance on conducting a VAM study and developing VAM targets).

(1) What is the date of your agency's most recent VAM study? Please describe the results (Add/Reduce/Change vehicle types, sizes, etc.). Have all bureaus been studied?

(2) From your most recent VAM study, please describe/provide the specific utilization criteria (miles, hours, vehicle age, or other measures) used to determine whether to retain or dispose of a vehicle? If different criteria were used in different bureaus or program areas, provide the criteria for each.

(3) From your most recent VAM study, what were the questions used to conduct the VAM survey (see FMR Bulletin B-30(6)(C)) (if lengthy, provide as an attachment)? If different questions were used by different bureaus or program areas, provide the questions for each. If a VAM survey was not conducted, please describe the methods used to apply utilization criteria to each vehicle in your agency's fleet and collect subjective information about each vehicle that potentially could provide valuable insights/explanations into the objective criteria.

The Department is currently conducting a VAM study to start FY 2017 through FY 2022. The current VAM concludes in FY2016 and it consisted of the following standard questions that were asked of all Bureaus:

- a. What are the main challenges you face in managing your vehicles?
- b. Describe the current types of vehicles that you have and their mission.
- c. Describe how your current vehicles relate to your needs. (*In other words, do you have what you need, or more/less?*)
- d. If you could change two things in the vehicles that you currently have, what would those two things be?
- e. Are all the vehicles you have mission-critical? Describe how your vehicles support the mission of your organization.
- f. Do you oversee vehicles that get used less than 1,000 miles per year?
- g. Do you have special-use vehicles?
- h. Do you have a preference for GSA / commercial leased / agency owned vehicles? How do you use these options today?
- i. Do you think there may be alternative ways to accomplish the vehicle's mission (e.g. short-term rentals, etc.)?

All Bureaus within the Department have decreased the size of some vehicles or downsized the number of vehicles agreed upon when establishing the Department's VAM goals. The Department reviews all vehicle justifications from the Bureaus, vehicle utilization data (e.g., average number of miles driven quarterly), vehicle age, and fuel efficiency. As new programs or additional mission requirements are developed or eliminated throughout the Department, vehicles are requested and justified, realigned to other areas of the Department, or eliminated. Agency-owned vehicles are currently being replaced with GSA-leased vehicles to the maximum extent possible. All Departmental law enforcement vehicles are included in the Department's VAM.

(G) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)

Federal agencies are to begin collecting asset level data (ALD) beginning October 1, 2016 in order to be able to report ALD in the October-December 2017 FAST data call. To comply, your agency will need a management information system (MIS) capable of reporting inventory, cost, usage, and other information on a "per vehicle" basis.

(1) Does your agency have a vehicle management information system (MIS) at the Department or Agency level that identifies and collects accurate inventory, cost, and use data that cover the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal), as well as provides the information necessary to satisfy both internal and external reporting requirements?

(2) Your agency was provided a draft list of 70 ALD data elements. How many of the 70 data elements is your current system able to report on a "per vehicle" basis right now?

- (3) Describe your agency's plan for reporting all required ALD elements. What is the timeline?
- (4) If your agency does not currently have a system capable of reporting ALD, describe the steps (documented) that are being taken or have been taken to comply with Executive Orders, regulations, and laws that require such a system.
- (5) If your agency currently uses telematics systems, does your MIS capture and report all of the data from those devices?

The Department implemented the FMIS in January 2013. The system is a dedicated fleet module (Fleet Solution) within Sunflower, the Department's Personal Property Management System; it serves as the system of record for all fleet data.

The FMIS is a comprehensive system that interfaces with GSA Reports Carryout to track DOC's GSA-leased fleet inventory. The system also interfaces with JP Morgan Chase fleet card to track all transactions for the Agency-owned and commercially-leased vehicles. Currently the system is capable of 24 of the 70 ALD data elements. The Department is working with Sunflower to update the system for the ALD elements. The Department expects the system to be ready for the FY 2017 FAST data call. Our goal is to have our telematics to interface with the FMIS.

(H) Justification for restricted vehicles.

- (1) If your agency uses vehicles larger than class III (midsize), is the justification for each one documented?
- (2) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33? If not, why not?
- (3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?
- (4) For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types?
- (5) Are armored vehicles authorized by appropriation?

All vehicles larger than midsize sedans or intermediate SUVs have been identified and, if they are not mission essential, are being eliminated. All new vehicle requests are required to have a "Functional Needs" worksheet or justification completed prior to acquisition. The Department does use LE vehicle classification system according to GSA Bulletin FMR B-33. The Department does not have any domestic limousines in its inventory.

ITA's overseas fleet does include armored vehicles. All ITA vehicles meet the Department of State Diplomatic Security standards outlined within 12 FAM 380 Armored Vehicle Program. The Department of State is the lead on procuring, maintaining, and disposing of armored vehicles. ITA's previous armored vehicle procurements were authorized under appropriations related to safety and security of our personnel located overseas. ITA is moving towards utilizing the armored vehicle motor pool fleets at the Embassy and does not plan on future procurements unless authorized by Congress.

(I) Impediments to optimal fleet management.

- (1) Please describe the obstacles your agency faces in optimizing its fleet.
- (2) Please describe the ways in which your agency finds it hard to make the fleet what it should be, operating at maximum efficiency.
- (3) If additional resources are needed, (such as to fund management information system implementation or upgrades, or to acquire ZEVs, or LGHG vehicles, or install alternative fuel infrastructure) have they been documented and requested? Do you have a copy of this documentation? (do not attach or furnish unless requested).
- (4) Describe what specific laws, Executive Orders, GSA's government-wide regulations or internal agency regulations, budget issues, or organizational obstacles you feel constrain your ability to manage your fleet. Be specific and include examples. If you have a solution, describe it and indicate whether we can share the solution with other agencies as a potential best practice.

Interaction with civilian agencies in fleet technology is limited, especially in diesel fuel technology. Affordable medium and heavy-duty B20 diesel vehicles could help in vehicle lifecycle analysis for long-term vehicle planning. ZEV in midsize sedans or vans would significantly help decrease the Department's carbon footprint. Telematics through manufactures platforms such as On Star could cut cost and eliminate voiding vehicle warranties. Providing the opportunity to collaborate with vendors about ZEV specific technology for custom vehicles or vehicle components would provide the knowledge required to determine the type of telematics that would be the most advantageous for the Department.

The Federal Government does not have a formal Vehicle Fleet Manager Certification Program. If dedicated bureau fleet managers had more formal training, the more effective they would become in managing the Department's fleet program.

Some consideration should be given to increasing the infrastructure to support AFVs; there are not enough AF locations to offset the cost of leasing or owning AFVs.

(J) Anomalies and possible errors.

- (1) Explain any real or apparent problems with agency data reported in FAST.
- (2) Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year.
- (3) Explain any unresolved flagged, highlighted, or unusual-appearing data within FAST.

The Department's FAST data was problematic for many years due to inexperienced fleet personnel and the absence of a dedicated Fleet Manager within DOC. Over the past four years, substantial improvements have been made. These improvements include new policies, standard operating procedures, credit card program enhancements, and fleet training conducted with Bureau Fleet Managers.

(L) Summary and contact information.

Who should be contacted with questions about the agency fleet? Provide the name and contact information for the agency headquarters fleet manager and the budget office-reviewing official. Indicate whether the budget officer participated in the VAM and A-11 processes.

Darrell Stewart, Agency Fleet Manager, Personal Property and Transportation Division, 202-482-3379

Andre Jessup, Chief, Personal Property and Transportation Division, 202-482-4784

Gay Shrum, Director, Office of Administrative Programs (OAP), Office of Financial Management (OFM), 202-482-1058

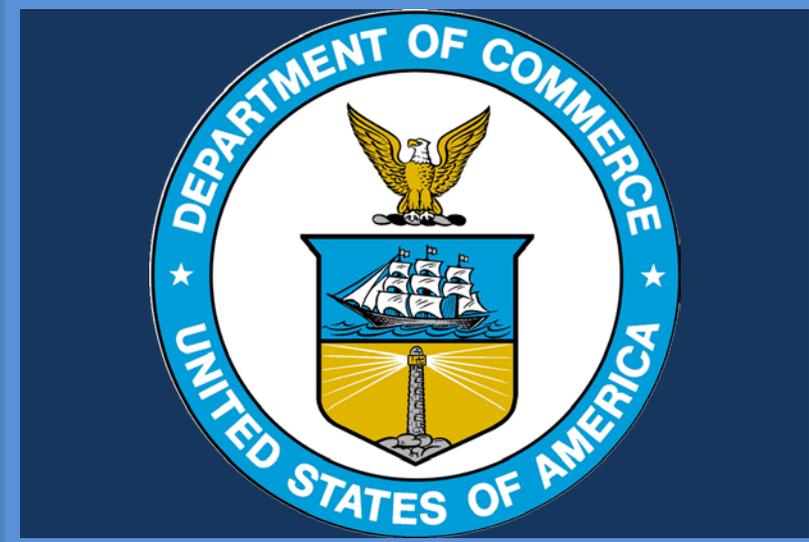
Jennifer Ayers, Acting Director, Office of Financial Management (OFM), 202-482-0737

Department of Commerce

This report compares the most recent VAM Summary provided by your agency against the actual inventory (for years available) and planned inventory numbers reported by your agency during the annual FAST data call. It is expected that these two data sets will follow each other over the life of the VAM as your agency works toward an optimal fleet. Significant differences between the two (greater than 20%) will be highlighted in yellow and should be addressed in your Fleet Management Plan and Budget Summary document to be submitted to GSA/OMB each year.

	VAM Summary					FAST Data Summary				
	Sedan	Other Passenger	Truck	Other	Total % Mix	Sedan	Other Passenger	Truck	Other	Total % Mix
	VAM 2011 Baseline Fleet					2011 Actual Inventory				
Conventional Fuel Vehicles	63	301	527	6	897 45%	155	560	583	8	1,306 60%
Alternative Fuel Vehicles	213	477	399	0	1,089 55%	159	490	205	0	854 40%
Exempted Vehicles	0	0	0	0	0					
Total	276	778	926	6	1,986	314	1,050	788	8	2,160
% Mix	14%	39%	47%	0%		15%	49%	36%	0%	
	VAM 2012 Plan					2012 Actual Inventory				
Conventional Fuel Vehicles	59	286	506	6	857 44%	99	338	476	8	921 45%
Alternative Fuel Vehicles	215	472	390	0	1,077 56%	199	681	265	0	1,145 55%
Total	274	758	896	6	1,934	298	1,019	741	8	2,066
% Mix	14%	39%	46%	0%		14%	49%	36%	0%	
	VAM 2013 Plan					2013 Actual Inventory				
Conventional Fuel Vehicles	30	286	506	6	828 43%	136	289	423	6	854 48%
Alternative Fuel Vehicles	242	474	388	0	1,104 57%	135	511	282	0	928 52%
Total	272	760	894	6	1,932	271	800	705	6	1,782
% Mix	14%	39%	46%	0%		15%	45%	40%	0%	
	VAM 2014 Plan					2014 Actual Inventory				
Conventional Fuel Vehicles	30	286	504	6	826 43%	124	348	484	8	964 51%
Alternative Fuel Vehicles	241	474	390	0	1,105 57%	113	483	341	0	937 49%
Total	271	760	894	6	1,931	237	831	825	8	1,901
% Mix	14%	39%	46%	0%		12%	44%	43%	0%	
	VAM 2015 Plan					2015 Actual Inventory				
Conventional Fuel Vehicles	30	286	504	6	826 43%	90	338	503	8	939 49%
Alternative Fuel Vehicles	242	473	388	0	1,103 57%	118	500	359	0	977 51%
Total	272	759	892	6	1,929	208	838	862	8	1,916
% Mix	14%	39%	46%	0%		11%	44%	45%	0%	
	VAM Optimal Fleet					2015 Actual Inventory				
Conventional Fuel Vehicles	30	285	502	6	823 43%	90	338	503	8	939 49%
Alternative Fuel Vehicles	242	477	380	0	1,099 57%	118	500	359	0	977 51%
Total	272	762	882	6	1,922	208	838	862	8	1,916
% Mix	14%	40%	46%	0%		11%	44%	45%	0%	

Appendix B: Multi-Modal Access Plan



2016 DEPARTMENT OF COMMERCE MULTIMODAL ACCESS PLAN

*Pursuant to E.O. 13693, Planning for Federal Sustainability in the Next
Decade*

*In Conjunction with
2016 Strategic
Sustainability
Performance Plan
(SSPP)*

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Department of Commerce Multimodal Access Plan

The purpose of this document is to meet the implementation instruction for Executive Order (E.O.) 13693 for agencies to develop a Multimodal Access Plan. This Plan provides the Department of Commerce's (the Department's) strategy for workplace charging (Section I); bicycling and other forms of active commuting (Section II); carpooling and transit (Section III); and Carpooling and Transit Plan (Section IV) and is applicable to the Department and its operating units (OUs).

I. Workplace Charging Plan

The Multimodal Access Plan (MAP) implementing instructions for E.O. 13693 call for agencies to consider planning for appropriate workplace charging. The forthcoming Council on Environmental Quality (CEQ) guidance on workplace charging provisions of the Fixing America's Surface Transportation (FAST) Act will provide agencies a framework for providing and being reimbursed for workplace charging used by Federal employees and authorized users for their privately owned electric vehicles. The following outlines the Department's Workplace Charging Plan (WCP) as a MAP strategy.

A. Summary of Strategy:

The Department recognizes that plug-in electric vehicles (PEVs) have a great potential to increase the country's economic security and will be a key player in the future of transportation. Providing PEV charging at the workplace benefits both the Department and its employees. To advance the deployment of PEVs the Department plans to sign the Workplace Charging Challenge Pledge, which commits the Department to assessing employee charging demand and developing plans to install charging stations. To ensure a successful workplace charging program, the Department will use the Department of Energy's (DOE) *Plug-in Electric Vehicle Handbook for Workplace Charging Hosts* as a resource to deciding if and how to install charging stations.

B. Details of Strategy:

1. Actions and Projected Timelines and Current Status

- Draft an agency WCP by end of FY2017.
- Utilize the Department's Annual Commuter Survey (annually in July 2016) to gather information on travel behavior and interest in agency provision of Electric Vehicle (EV) Service Equipment (SE) as well as the installation of EV charging stations.
- The Department will work with all bureaus parking facility management to determine quantity of parking spaces that can be services by unmetered, level-one (UML1) EV charging.

- The Department will pursue workplace charging as a priority where fleet electric vehicles and/or charging infrastructure already exist. Initial analysis indicates:

DOC Charging Stations		
Bureau	DOC Owned Stations	Facilty Owned Stations
NOAA	2	21
PTO	0	12
OS	1	0
NIST	4	0
Census	1	0
Total	8	33

2. Roles and Responsibilities

- The Department will collaborate with its Operating Units to draft a WCP.
- The Department’s Fleet Manager shall coordinate with the Chief Sustainability Officer on implementation of workplace charging per “*Guidance for Federal Agency Implementation of Workplace Charging Pursuant to the Fixing America's Surface Transportation Act: Level 1 Charging Receptacles*” and report implementation progress annually through the General Services Administration’s Federal Automotive Statistical Tool.
- The Department’s Chief Sustainability Officer is responsible for approving and implementing the WCP.
- Departmental Facility Managers shall maintain charging infrastructure once established.

3. Outreach to Employees

- The Department’s WCP will identify employee communication methods for outreach.

4. Incentivizing EV Usage

- The Department’s WCP will provide employees with information and explanation of Federal, State, and local EV tax credits and rebates that can be utilized.

- OFM will develop a communication plan to inform employees and authorized users of the program and rate structure to use charging infrastructure available at Departmental parking facilities.

5. Ensuring Continued Success

- The Department will conduct agency self-assessments through its annual commuter survey to gauge success of the WPC and the changing of employee interest in EVs.

C. Resources:

- CEQ's Guidance for Federal Agency Implementation of Workplace Charging Pursuant to the Fixing America's Surface Transportation Act: Level 1 Charging Receptacles.

II. Bicycling and other forms of Active Commuting

The Multimodal Access plan implementing instructions for E.O. 13693 call for agencies to consider recommendations from the revised Interagency Task Force on Bicycling and Active Transportation report (forthcoming in April of 2016), and to offer employees reimbursement for bicycling under the Qualified Transportation Fringe Benefits tax provision. Establishing an agency Bicycling and Active Commuter Program (BACP) is a good way for agencies to address task force recommendations and implement tax and other incentives for Federal employees and agency visitors. A successful BACP can also be an effective means of reducing an agency's Scope 3 emissions, and for improving the quality of work and life experiences for Federal employees and a Federal agency's visitors

A. Summary of Strategy:

The Department is developing bicycle infrastructure (e.g., bike racks, repair station, showers) and has completed significant upgrades as of June 2016. The Department will conduct periodic evaluations of overall BACP efforts dating back to when the BACP began in January 2015.

B. Details of Strategy:

1. Actions and Projected Timeframes

- Completed the Department's BACP- January 2015.
- Completed updating the Department's bicycle amenities (e.g., bike racks, repair station, showers) June 2016.
- Quarterly evaluation of overall Department BACP efforts through the transit benefit program.
- Outreach through the Commerce Connect web site.

2. Roles and Responsibilities of Key Agency Personnel

- Designated Bicycle Coordinator shall oversee day to day operations.
- Chief Sustainability Officer is responsible for approving and implementing the BACP.

Multimodal Access Plan

- The Office of Human Resource Management (OHRM) shall provide information on BACP benefits and resources to new employees.

3. Outreach to Agency Employees and Visitors

- New Employee Orientation is conducted twice per month.
- Transit Benefits for Bicyclists is included on the Commerce Connect website.

4. Incentivizing Bicycle Usage and other Forms of Active Commuting

- Department established incentives (e.g., US Department of Transportation's Active Bicycle Commuting Subsidy).

5. Assessing Demand for Bicycle and other Active Commuter Needs

- Not at this time.

6. Ensuring Continued Success

- Conduct Department-wide self-assessments quarterly to gauge the success of the BACP.

C. Resources:

- US Department of Transportation "Implementing a Successful Bicycle and Active Commuting Program."
- US Department of Commerce "Transit Benefits for Bicyclists."

III. Telecommuting and Teleconferencing Expansion

The Telecommuting and Teleconferencing Expansion Plan (TTEP) is a collaboration of the Office of the Chief Information Officer (OCIO) and the OHRM. The MAP implementing instructions for E.O. 13693 call for agencies to consider planning for the facilitation of activities to increase telecommuting and teleconferencing as a means of reducing an agency's greenhouse gas scope 3 emissions, and for improving the quality of work and life experiences for Federal employees.

A. Summary of Strategy:

The Department will continue to encourage managers/supervisors to allow telework-ready employees the flexibility to conduct unscheduled telework on days with low air quality (e.g. code red days) and to conduct unscheduled telework on days when employees are impacted by events that impede employees commute to work. In addition, the Department will continue to optimize teleconferencing capabilities (E.g., phone, webinar, and video).

B. Details of Strategy:

1. Actions and Projected Timeframes

- Send all employee Broadcast message encouraging managers/supervisors to allow employees unscheduled telework when commuting is impacted negatively by events outside of the Government's control.
- Send all employee Broadcast message encouraging managers/supervisors to allow telework-ready employees unscheduled telework on days with low air quality (e.g. code red days).

2. Roles and Responsibilities of Key Agency Personnel

- OHRM shall send broadcast messages, and track the number of employees who teleworked at least one day and the total number of days teleworked Department-wide during each quarter in Fiscal Year 2017.
- Supervisors/managers shall promote teleworking and allow flexibility with unscheduled telework.
- Telework-ready employees shall ensure that they have sufficient work and access to information needed in order to telework outside of their normal regular/recurring telework days.
- Employees shall have an approved telework agreement if interested in performing unscheduled telework.

3. Outreach to Employees

- Provision of listing to all Department employees showing where teleconference equipment is located (including phone, webinar, and video).
- Classes and online training on using webinar and video-conference equipment.
- Education for employees and supervisors on telework best management practices.
- Provide employees with building wifi locator and instructions.
- Publicize teleconference points of contact (POCs) so employees know who to contact for teleconference numbers.

4. Incentivizing Increased Telecommuting and Teleconferencing

- Provide employees with information on potential cost savings from avoided commutes.
- Provide guidance to supervisors to be more comfortable in allowing telecommuting and teleconferencing.
- Increase awareness and training on teleconference where visual aid is available, instead of just 'listening', for example – web-ex allows you to follow along with the speaker on the power point slides.
- Ensure teleconferencing is a mandated option for meetings for those working remotely.
- Incentivize those provide 'loaner' phones for those who do not like to teleconference as it uses up their personal phone minutes.
- Provide capabilities for teleconferencing such as loaner phones and laptops.

5. Assessing Demand for Telecommuting and Teleconferencing

- Survey employee interest in additional telework days relative to current schedules.
- Survey employee interest in reduced travel based on enhanced webinar and video-conferencing capacity.

Multimodal Access Plan

- Survey employees and supervisors to assess why employees are under-utilizing telecommuting or teleconferencing options.

6. Ensuring Continued Success

- Provide quarterly reports on number of employees who teleworked and the number of days teleworked.

C. Resources:

- The Office of Personnel Management's telework.gov site contains information on agency telework programs.

IV. Carpooling and Transit Plan

The MAP implementing instructions for E.O. 13693 call for agencies to consider new strategies to incentivize carpooling and the use of public transportation to and from Federal facilities including for vehicle and bicycle sharing programs. A Carpooling and Transit Expansion Plan (CTEP) can help an agencies succeed in doing this. A CTEP can also be an effective means of reducing an agency's greenhouse gas Scope 3 emissions, and for improving the quality of work and life experiences for Federal employees and visitors of Federal agencies.

A. Summary of Strategy:

The Department has CTEP and uses outreach methods (e.g., broadcast emails on transit benefits, new employee orientations and information posted on its website) to encourage employees to consider carpooling and the use of public transportation to and from Federal facilities. Periodic evaluation of overall CTEP efforts (Monthly Operating Unit Reports, Quarterly Transit Benefit Reports at the Bureau level) will be conducted to enhance effectiveness.

B. Details of Strategy:

1. Actions and Projected Timeframes

- Completed the Department's CTEP (Departmental Administrative Order 217-8, Employee Parking, Ridesharing and Mass Transit Benefit Program).
- Annual Employee Recertification.
- Generate transit benefits usage reports.
 - Quarterly Bureau level transit reports.
 - Monthly Departmental monitoring.
- Outreach via Commerce Connect website.
 - New Employee Orientation presentation.
 - Periodic Broadcast emails.
- Monitor monthly active carpool log.

2. Roles and Responsibilities of Key Agency Personnel

- Departmental Transit Benefits Coordinator shall oversee incentives and benefits for employees utilizing carpooling and public transportation methods.
- Parking/Carpool Coordinator shall conduct day-to-day carpooling and parking operations.

- Chief Sustainability Officer is responsible for approving and implementing the CTEP.

3. Outreach to Employees and Visitors

- Outreach via Commerce Connect website.
- New Employee Orientation.
- Periodic Broadcast emails.

4. Incentivizing Carpooling and Transit usage

- Provide free parking with carpools of 4+ people and vanpools with 5+ people.
- Subsidize mass transit commuting costs through federal mass transit benefits.

5. Assessing Demand for Carpooling and Transit Services

- Annual Employee Recertification.
- Generate transit benefits reports on usage in the Quarterly Bureau level transit reports.
- Monthly Departmental monitoring.

6. Ensuring Continued Success

- Conduct Department assessments periodically to gauge success of the CTEP.

C. Resources:

- The American Public Transportation Association’s publication “Evaluating Public Transportation Health Benefits.”
- The Department’s CTEP, Departmental Administrative Order 217-8, Employee Parking, Ridesharing and Mass Transit Benefit Program.