SECTION 1. PURPOSE.

.01 This Order prescribes the functions and responsibilities of the Office of Facilities and Environmental Quality. (The position of Director for Facilities and Environmental Quality is authorized in DOO 10-5, "Chief Financial Officer and Assistant Secretary for Administration."

.02 This revision:

a. Changes the name of the office from Office of Administrative Services to Office of Facilities and Environmental Quality;

b. Transfers the programs pertaining to personal property, travel, transportation, and fleet management services to the Office of Financial Management;

c. Transfers to the Office of General Counsel library services for: Department of Commerce (the Department) operating units within the Herbert C. Hoover Building (HCHB), Department operating units and offices outside of the HCHB who do not maintain their own libraries, other government agencies, and the general public;

d. Abolishes the Office of Administrative Operations, the Office of Management Support Services, and the Office of Real Estate Policy and Major Programs;

e. Establishes the Office of Real Property Programs (to oversee real property programs), the Office of Sustainable Energy and Environmental Programs (to oversee facilities energy and environmental programs), and the Office of Building Renovation (to oversee the HCHB renovation project); and

f. Transfers the Department mail management program, as well as HCHB mail services, the HCHB printing and publications program, the HCHB mass transit benefit program, HCHB parking services, and HCHB moving services to the Office of Space and Building Management.

SECTION 2. STATUS AND LINE OF AUTHORITY.

.01 The Office of Facilities and Environmental Quality, a Departmental office, is headed by a Director, who reports to and is responsible to the Chief Financial Officer and Assistant Secretary for Administration (the Assistant Secretary) and to the Deputy Assistant Secretary for Administration (the Deputy Assistant Secretary).
.02 The Director shall be assisted by a Deputy Director, who shall participate with the Director in management of the activities of the Office and who shall perform all functions of the Director during the latter's absence. The Associate Directors of the Office of Building Renovation, the Office of Space and Building Management, the Office of Real Property Programs, and the Office of Sustainable Energy and Environmental Programs all report directly to the Deputy Director.

SECTION 3. AUTHORITY AND FUNCTIONS.

Pursuant to the authority vested in the CFO/ASA in DOO 10-5, and subject to such policies and directives as the Assistant Secretary may prescribe:

.01 The Director is hereby delegated the following authorities to:

a. Manage the HCHB in accordance with the General Services Administration (GSA)/Commerce Building Delegation Agreement; and provide facilities management services for HCHB occupants.

b. Establish Department-wide policy and procedures for the acquisition, management, and disposal of real property; and serve as liaison with GSA on all Department-wide real property programs.

c. Conduct the Real Property Contracting Officer Warranting program delegated to the Department by GSA; issue warrants, policies and direction for the program; and conduct oversight of all warrant holders.

d. Oversee major real property projects and coordinate facilities requirements Department-wide; and manage the Departmental building delegation program nationwide.

e. Represent DOC in all aspects of the HCHB renovation project for which GSA has responsibility, and plan and coordinate all aspects of the project for which DOC has responsibility.

f. Develop Departmental policy and procedures for facilities energy conservation and environmental management, implement and oversee the Department's energy and environmental programs, and serve as the Department's Deputy Senior Sustainability Officer.

g. Maintain, for the HCHB, a printing and publications management program; establish policy, standards, and procedures for the development, production, and procurement or distribution of materials through printing, binding, and related services for the HCHB; and serve as the HCHB liaison with the Joint Committee on Printing and the Government Printing Office.

h. Maintain Department-wide policy and procedures for mail management, and provide Departmental mail service nationwide.

i. Establish an Environmental Management System Executive Steering Committee, a Facilities and Real Property Management Council, and an HCHB Tenant Council.
.02 The Director may re-delegate the authorities in this section within the Office of Facilities and Environmental Quality.

SECTION 4. ORGANIZATION.

Under the supervision of the Director and Deputy Director, the functions of the Office shall be carried out as follows:

The Office of the Director shall provide overall management and administration.

a. The Office of Building Renovation shall represent DOC in all aspects of the HCHB renovation project, in accordance with the GSA/DOC Building Delegation Agreement and the GSA/DOC Renovation Memorandum of Understanding. Included are master planning, design, construction, commissioning, and tenant relocation.

b. The Office of Real Property Programs shall implement Federal and Departmental policy, plans, and programs for the acquisition, use, management, and disposal of real property; develop, maintain, and update the Department’s Real Property Management Manual; maintain the Department’s GSA rent billings, and monitor the funds to manage the GSA Delegation program; oversee the Department’s Real Property Contracting Officer program; serve as the principal Departmental contact for real property actions associated with GSA; approve all GSA National Capital Region Departmental space requests/releases above $100,000; coordinate the approval of Departmental prospectus-level construction and lease-related acquisitions nationwide; establish strategic plans for meeting the Department's short-term and long-term real property needs; develop Department-wide policies and procedures to ensure oversight of real property, seismic safety, and historic preservation; develop Departmental functional system requirements for real property; and manage the Department's Federal Real Property Management System database.

c. The Office of Space and Building Management shall be responsible for HCHB facilities management services in accordance with the GSA/Commerce Building Delegation Agreement. The services include: (1) operation and maintenance of building mechanical systems and utilities; (2) design services, including space planning, coordination of office alterations and refurbishments, procurement of carpet, and furniture; (3) management of janitorial services, food services, mail services, landscaping, moving services, pest control, recycling, and trash removal; (4) assignment of parking; (5) management of the mass transit benefit program; (6) audiovisual services; (7) scheduling for the auditorium and shared conference rooms; and, (8) environmental compliance and occupational safety. In addition, this office shall provide, secure, and oversee all HCHB printing, binding, and related services; serve as the HCHB liaison with the Government Printing Office and the Joint Committee on Printing; maintain the DOC Publishing and Printing Management Manual; provide a nationwide mail management program; maintain the DOC Mail Management Manual; and provide policy, oversight, and clearance for the establishment and use of Departmental seals, emblems, and logos.
d. The Office of Sustainable Energy and Environmental Programs shall implement and oversee Federal and Departmental mandates for facilities energy conservation and environmental stewardship; provide advice and guidance for the implementation of environmental and facilities energy policies; manage programs for facilities energy conservation and environmental stewardship; and coordinate the collection and submission of energy and environmental reports to other agencies.

SECTION 5. EFFECT ON OTHER ORDERS.

This Order supersedes Department Organization Order 20-1, dated January 16, 2004, as amended.

[Signature]
Chief Financial Officer and
Assistant Secretary for Administration