U.S. Department of
ENERGY

Real Property Efficiency Plan

Implementation of OMB Memorandum M-12-12
Section 3: Reduce the Footprint
FY 2016 – FY 2020
September 2015

United States Department of Energy
Washington, DC 20585

Message from the Deputy Secretary

The Department of Energy (DOE or the Department) manages and operates a large, diverse portfolio of assets. We depend on the effective and efficient management of these assets to help us promote scientific and technological innovation, sponsor basic research in physical sciences, and ensure the safe and effective cleanup of Cold War legacy waste. However, much of DOE's property portfolio reflects an aging infrastructure originating in the 1940s as part of the Manhattan Project. Our challenge is to sustain, modernize, and effectively align real property assets with current and future mission requirements.

The Secretary and I have made improved stewardship of assets across the national laboratories and DOE operating sites an agency priority goal and have focused on a multi-pronged approach to include disposition of unneeded assets, adequate maintenance of enduring facilities, and construction of sustainable new facilities where needed. The Department of Energy Asset Management Plan provides an integrated strategy for achieving this goal; fulfilling Federal requirements governing the acquisition, management, and disposal of property; and conducting mission-related activities in a manner that provides the best value for the American taxpayers.

This Real Property Efficiency Plan demonstrates one facet of the approach – disposition of unneeded assets. For the period Fiscal Year 2016 through Fiscal Year 2020, the Department of Energy anticipates a net reduction in office and warehouse space of 542,000 square feet and 232,000 square feet respectively or about 2.1 percent. For the same period, the Department anticipates disposition of approximately 4.9 million square feet of building area with uses other than office or warehouse or about 5.7 percent. Additionally DOE will review, confirm, or update its current office space standard (average of 200 square feet of usable square feet per person) for Federal employees and support contractors.

The Department will continue to leverage the "Reduce the Footprint" initiative to champion real property stewardship practices that support the Department's various missions.

If you have any questions or need additional information, please contact me or Dr. Carmelo Melendez, Senior Real Property Officer and Director, Office of Asset Management, at (202) 586-4502.

Sincerely,

Elizabeth Sherwood-Randall

Real Property Efficiency Plan

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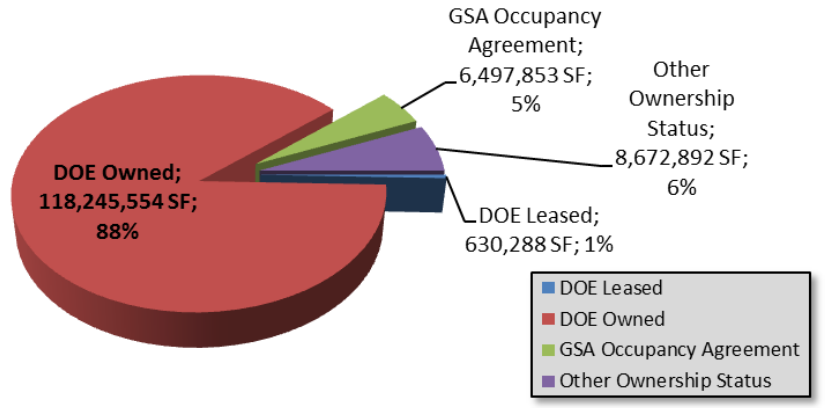
I. Introduction

The Department of Energy (DOE or the Department) is responsible for advancing the energy, environmental, and nuclear security of the United States; promoting scientific and technological innovation in support of that mission; sponsoring basic research in the physical sciences; and ensuring the environmental cleanup of the nation's nuclear security enterprise. Three Under Secretaries manage the core functions that carry out the DOE mission with significant cross-cutting work spanning across the enterprise. The Department operates 17 world-class research laboratories that provide scientific, technological, and engineering capabilities to support the DOE science, energy, and security missions. The DOE organization includes the Federal Energy Regulatory Commission, and four Power Marketing Administrations. The Department has an annual budget of about $27.9[1] billion and employs approximately 15,000 Federal and 100,000 contractor employees who conduct nuclear security, energy research and development, and environmental cleanup at over 85 sites in the United States and long-term surveillance and maintenance at about 90 defense legacy sites.

Figure 1. DOE Real Property Portfolio by Ownership



Source: FIMS FY14 Snapshot, Buildings & Trailers only

DOE manages the Federal government's fifth-largest inventory of real property with an annual operating cost of $2.08 billion[2]. The Department maintains an inventory[3] of approximately 21,000 real property assets, including 10,000 buildings, 2,000 trailers, and 9,000 other structures and facilities covering an estimated 134 million square feet (SF) on 2.8 million acres of land[4]. The replacement plant value of these assets (not including land value) is approximately $117 billion. DOE's real property portfolio comprises diverse facilities, including unique fission reactors, accelerators, and high-performance lasers. The vast majority, 88%, of the Department's portfolio is owned DOE[5]. Real property owned or leased by the General Services Administration (GSA) represents roughly 5% of DOE's portfolio. The remainder

[1] FY2015 Department of Energy Congressional Budget Request
[2] FY2013 Federal Real Property Profile Summary Data
[3] DOE inventory includes the following real property: DOE owned and leased; GSA owned and leased; and contractor leased and licensed
[4] FY 2014 Facilities Information Management System Annual Snapshot
[5] Title to real property is held by the "United States government" acting through the departments and agencies. For simplicity, any property managed and controlled by DOE or GSA will be referred to as "DOE-owned" or "GSA-owned."

of the portfolio is made up of leases directly held by DOE or contractor leases specifically approved to support and achieve one or more of DOE's missions, see Figure 1.

Much of DOE's property portfolio reflects an aging infrastructure originating in the 1940s as part of the Manhattan Project. These unneeded facilities, which may include unutilized, under-utilized or excess property, are often in secure locations and require extensive environmental decontamination prior to disposal. DOE's challenge is to sustain, modernize, and effectively align real property assets with current and future mission requirements while meeting the obligation to remediate the environmental legacy of over seven decades of nuclear research, development, and weapons production. DOE has approached these challenges using three primary strategies: dispose of excess facilties and require disposition offsets for new construction; conversion of existing, suitable facilties for new use; and, maintain no net growth of office and warehouse space.

Since Fiscal Year (FY) 2002, the Department has managed a program to offset new construction with disposition, on an one-for-one square footage basis for all owned buildings and trailers regardless of usage, and issues an annual Excess Elimination Report that can be found at http://go.usa.gov/3fZBG. From FY 2002 to the end of FY 2014, the Department achieved a net reduction in overall footprint of 16.2 million gross square feet, see Table 1. Typical methods of disposition include demolition, lease termination or expiration, sale, and transfer for economic development. Despite budget constraints in past years, excess facility elimination and disposition remains a real property management priority.

Table 1. Dispositions & Acquisitions of DOE Owned Buildings and Trailers

DOE Space Bank – Results at a Glance FY2014		
FY 2002 to FY 2014 Disposition	**FY 2002 to FY 2014 Additions Subject to Offset**	**FY 2014 Net Banked Area**
25,247,545 SF	9,005,847 SF	16,214,698 SF

Note: Leases, Permits, and other legal interest categories are not included
Source: Department of Energy FY 2014 Excess Elimination Report

II. Roles and Responsibilities of Senior Officials

The effective planning, acquisition, sustainment, and disposal of the Department's real and personal property assets requires the commitment of the entire organization, including leadership and staff at DOE headquarters and site, field, and operations office locations. The Secretary establishes Departmental policy for real property management. The Deputy Secretary is responsible for overseeing the asset management system and program implementation by Departmental elements. The key DOE organizations and positions responsible for establishing and managing the business process used to determine the annual real property budget and its component funding levels are DOE Under Secretaries and the Chief Financial Officer (CFO) with support from the Senior Real Property Officer (SRPO).

DOE Under Secretaries are ultimately responsible for the condition and safety of the property at their sites as well as its capability to meet mission needs. They carry out their programs and responsibilities through the National Nuclear Security Administration (NNSA) and several program offices including the Office of Science (SC), the Office of Fossil Energy (FE), the Office of Energy Efficiency and Renewable Energy (EERE), the Office of Nuclear Energy (NE), the Office of Enterprise Assessments (EA), the Office of Environmental Management (EM), and the Office of Legacy Management (LM).

The CFO has direct responsibility for the Department's financial management, budget formulation and execution, program analysis and evaluation, and corporate information systems organizations including internal controls.

The SRPO is charged with duties described in Section 3 of Executive Order 13327, *Federal Real Property Asset Management* including responsibility for monitoring and reporting on the real property inventories, establishing policy to improve operational and financial property management, and measuring and reporting real property performance. The SRPO leads the Office of Asset Management (MA-50).

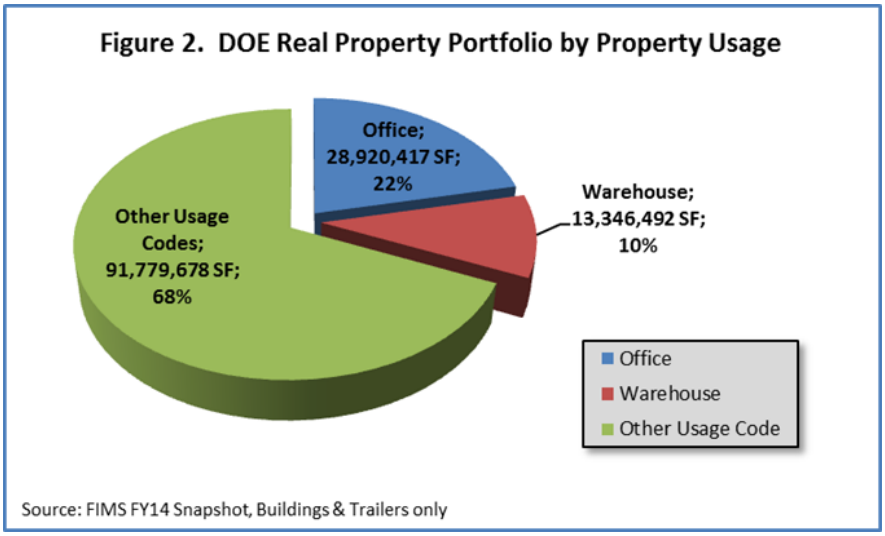
The Sustainability Performance Office serves as the Department's principal point of contact for matters relating to sustainability and is responsible for tracking the Department of Energy's progress toward the goals established in Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*.

The National Laboratory Operations Board (LOB) was established in 2013 to strengthen and enhance the partnership between the Department and National Laboratories, and to improve management and performance in executing the missions of the Department and the National Laboratories. The LOB maintains two working groups: one to focus on infrastructure needs including ways to fully leverage available acquisition methods; and, the second is focused on identifying strategies for mitigating the costs and risks associated with the Department's unneeded contaminated real property.

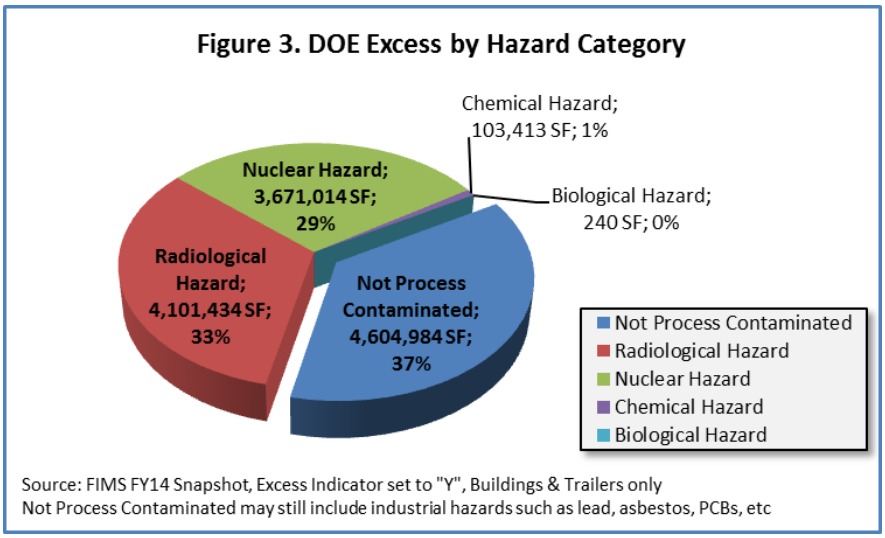
III. Portfolio Status

Overall Agency Building Portfolio

In FY 2014, the Department building portfolio included just over 134 million gross SF. Based on square feet, office and warehouse facilities represent about 32% of DOE's real property inventory, see Figure 2. The Department's real property portfolio includes a significant inventory of aging unneeded facilities, several of which are highly complex and heavily contaminated, see Figure 3. The safe and secure disposition of these facilities requires stabilization (removal of nuclear materials, spent fuels, wastes, and classified documents and equipment); deactivation (shut down and removal of active systems); and decommissioning (dismantlement and demolition). While the Department has made substantial progress in disposal of these legacy contaminated excess facilities, sustainment of the remaining facilities



continues to burden program budgets and pose risks to health, safety, and the environment. Disposition of contaminated facilities is funded and managed within EM's Site Restoration Program while the non-process contaminated facilities are disposed of within the infrastructure management framework of the individual Program Offices. At the end of FY 2014, DOE's department-wide real property inventory included approximately 12.5 million gross SF of excess building area.



Current funding levels for disposal of unneeded facilities, while substantial, are still insufficient to address all of these issues. Accordingly, the Department is focusing on developing strategies for addressing these facilities in a prioritized manner.

Status Relative to Freeze the Footprint Baseline Requirement

The Department successfully maintained no net growth in office and warehouse space over the performance period of FY 2012 to FY 2014 achieving the Office of Management and Budget (OMB) Memorandum M-12-12, "*Promoting Efficient Spending to Support Agency Operations*" and subsequent implementing guidance titled "Freeze the Footprint" (Management Procedures Memorandum 2013-02) for Section 3 of OMB memorandum M-12-12 objective.

Table 2, *FY 2012 Office and Warehouse Inventory Baseline*, tabulates the Department's FY 2012 baseline by ownership interest: DOE-Owned, DOE-Leased, or GSA Occupancy Agreement as provided by GSA. Table 3, *Office and Warehouse Inventory Changes FY 2013 to FY* 2015, summarizes the Department's performance through the end of FY 2014 and projects FY2015

performance. DOE performance reports include its reporting of excess property to GSA in its space accounting.

Table 2. FY 2012 Office and Warehouse Inventory Baseline

	Building Area (SF)
DOE Owned & Leased	31,699,846
GSA Occ. Agreements	4,033,969
Total	35,733,815

Table 3. Office and Warehouse Inventory Changes FY 2013 to FY 2015

	Buidling Area (SF)							
	FY 2013		FY 2014		FY 2015		Total	
Actions	Planned[1]	Actual[2]	Planned[1]	Actual[2]	Planned[1]	Projected[3]	Planned[1]	Projected
Acquisitions	572,211	261,229	287,829	178,823	252,682	146,810	1,112,722	586,862
Dispositions	(339,955)	(289,460)	(383,911)	(259,016)	(1,134,362)	(216,786)	(1,858,228)	(765,262)
Reports of Excess	-	(316,716)	-	(49,062)	-	(20,303)	-	(386,081)
Net Changes to Baseline Assets	-	273,690	-	(156,664)	-	(89,149)	-	27,877
Changes in GSA Occ. Agreements	-	(89,792)	-	(51,438)	-	6,109	-	(135,121)
Net Portfolio Change	232,256	(161,049)	(96,082)	(337,357)	(881,680)	(173,319)	(745,506)	(671,725)

Sources: [1] Department of Energy Implementation Plan for OMB Memorandum M-12-12 Section 3: Freeze the Footprint, 9/3/2013
[2] FIMS Annual Snapshot
[3] Based on live FIMS data query of 7/29/2015

Through FY 2014, the Department achieved a reduction of 498,406 SF primarily through dispositions and reports of excess to GSA. The Department anticipates FY 2015 dispositions, reports of excess to GSA, and changes in baseline office and warehouse space to exceed new acquisitions by over 173,000 SF.

IV. Reduction Targets

Reduction Targets for Office and Warehouse Space

The DOE program offices and NNSA use a variety of planning methods and systems to assure that appropriate facilities are available to meet current and future mission needs in a cost-effective manner. Annually, each site describes the results of their planning efforts and associated infrastructure budget requirements in a Ten Year Site Plan (TYSP). Each plan identifies site-specific actions envisioned to meet stewardship, recapitalization, and sustainability goals for their facilities as well as management and performance goals established by Departmental and Executive leadership.

Sites identify in the Department's Facilities Information Management System (FIMS), the Department's real property system of record, assets currently or anticipated to become excess during the TYSP planning period. Sites also maintain a list of assets that they intend to acquire, expand, or lease, either through Department authorities or through GSA that will have a predominant usage of either office or warehouse following their acquisition, expansion, or lease in the Anticipated Acquisition Information Module (AAIM) of FIMS.

The Department relies on industry standards and benchmarks to improve the efficiency and effectiveness of its real property assets. Using key data elements from FIMS, the Department can benchmark portfolio performance against industry benchmark data. The President's Management Agenda performance benchmarks and dashboard provide the Department with another tool to analyze our portfolio position and analyze opportunities within the Department's asset management framework.

The Department is committed to no net growth among buildings, leases, and occupancy agreements with a predominant use of office or warehouse. For the period of FY 2016 – FY 2020, the Department anticipates net reductions in office and warehouse space of 542,000 SF and 232,000 respectively. Net reduction targets displayed in Table 4, *Domestic Office and Warehouse Reduction Targets FY 2016 – FY 2020*, reinforce the "Freeze-the-Footprint" requirements and encourage consolidations where possible. Attachment A, *Department of Energy Plan to Maintain the Freeze the Footprint Baseline*, demonstrates the asset level data used to develop annual targets.

Table 4. Domestic Office and Warehouse Reduction Targets FY 2016 - FY 2020

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Office Target (Net SF Reduction)	30,000	415,000	32,000	26,000	39,000	542,000
Warehouse Targets (Net SF Reduction)	63,000	168,000	11,000	8,000	(18,000)	232,000

Note: Reductions are reported as a positive value; any additions are noted by a ( )
Source: Attachment A, *Department of Energy Plan to Maintain the Freeze the Footprint Baseline*

Reduction Targets for Owned Buildings

The Department has established targets for an aggressive program for reporting excess property to GSA and disposition with the ultimate goal of driving the percentage of unutilized or under-utilized building area for owned buildings with a predominant use other than office or warehouse to 10% or less. Targets for the planning period FY 2016 – FY 2020 are displayed in Table 5, *Disposal Targets for Owned Buildings FY 2016 – FY 2020*. For the period FY 2016-FY 2020, the Department anticipates a disposition of approximately 4.9 million gross SF of assets. Attachment B, *Department of Energy Owned Building Disposition Plan*, demonstrates the asset level disposition plan for the first three year period, FY 2016 – FY 2018.

Table 5. Disposal Targets for Owned Buildings FY 2016 - FY 2020

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Disposal Target (SF Reduction)	423,000	2,972,600	1,152,800	372,300	15,900	4,936,600
Disposal Target (# buildings)	38	49	28	15	9	139

Source: Attachment B, *Department of Energy Owned Building Disposition Plan*

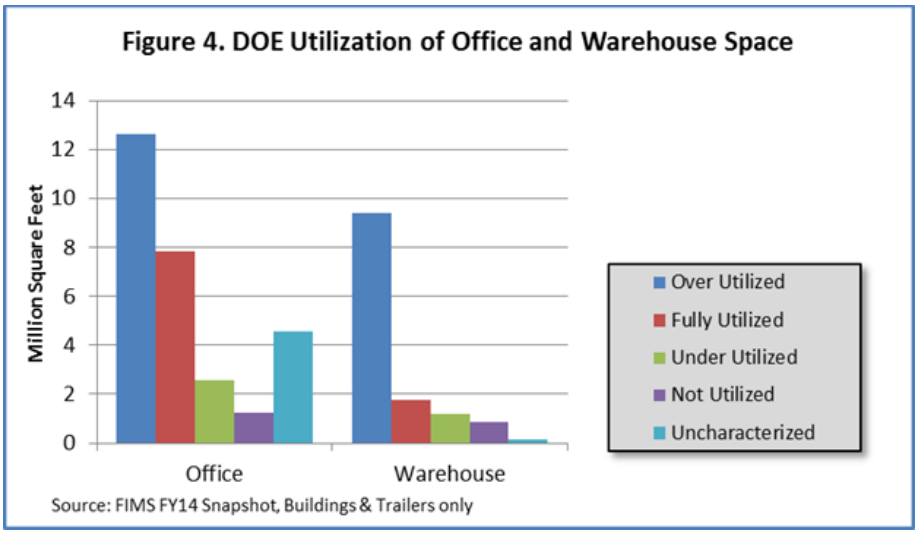
While diligent efforts are put forth in developing infrastructure acquisition and disposition plans, these disposal targets are contingent on funding availability, competing or emergent mission requirements, and regulatory requirements. Disposition plans may shift depending on mission need and health, safety, environment, security risk, and the input provided by the local community at time of actual execution. The Department intends to update reduction targets annually. The Department's commitment to the cleanup and disposal of its legacy, contaminated, high-risk facilities as its first priority is reflected in the Department's footprint reduction targets.

The Department's targets include disposition of approximately 298,000 SF of office or warehouse space and over 2.6 million SF of owned space with a predominant use other than office or warehouse in Kansas City, Missouri. In FY 2015, the NNSA terminated productions operations at the Bannister Federal Complex (BFC) Kansas City Plant and relocated to a new leased facility. The NNSA's Kansas City Plant became excess to NNSA upon departure. The Kansas City Field Office is currently evaluating the possibility of transferring approximately 212 acres of excess federal land and improvements, including the NNSA holdings and over 1.5 million SF of GSA controlled buildings, at the BFC to a private entity. The *FY 2014 National Defense Authorization Act* included provisions allowing the NNSA to combine all excess federal real property at the BFC as part of a transfer to an eligible entity. The NNSA has contracted with a private developer to assess the potential for completing a transfer. Transfer will include funding for remediation of legacy environmental contamination. The NNSA requested $28 million for the preparation of BFC in the FY 2016 President's Budget and will request $200 million in FY 2017 for disposition in that year. This funding and transfer includes disposition of GSA-owned office and warehouse space at no additional cost to GSA.

The Department's FY 2018 disposition targets for owned space with a predominant use of other than office or warehouse includes demolition of Building K-27, Gaseous Diffusion Plant at the East Tennessee Technology Park, Oak Ridge, Tennessee, a highly deteriorated uranium-enrichment plant. The demolition schedule for this 1.1 million gross SF facility may shift if necessary to complete demolition in a safe, secure, and environmentally responsible manner.

Maintenance of the Freeze the Footprint Baseline

Given the remaining asset inventories from the end of the Cold War era, the Department continues to account for unutilized or underutilized space at our primary locations. Approximately 13%, or 3.8 million gross SF, of the Department's 28.9 million gross square feet of office space is unutilized or under-utilized space and approximately 16% remains to be characterized. Unutilized and under-utilized warehouse space accounts for about 15%, 2.0 million gross SF, of the Department's 13.3 million gross square feet of warehouse space. See Figure 4.



Facility operating principles used to address this space also support reduction of the footprint and include:

- Optimizing space for functionality;
- Increasing density;
- Eliminating old, expensive, and difficult to maintain facilities; and
- Replacing old facilities with modern, flexible, collaborative, and efficient space in accordance with sustainable practices.

For assets not predominantly used as office or warehouse, space is managed to ensure that inventory not fully utilized or excess is minimized through consolidation, reuse, or disposal. Attachment B provides an asset-level disposition plan for space currently identified by the sites and determined excess to the Department's needs.

In 2014, DOE partnered with GSA on a Customer Portfolio Plan (CPP) to identify co-location and consolidation opportunities within DOE's leased assets and Occupancy Agreements (GSA owned or leased) office and warehouse space. After analyzing data and collaborating with Program Offices, GSA identified potential consolidations in four locations. Unfortunately, three of the potential consolidations would have moved occupants too far from their project sites making oversight impractical, so these three consolidations could not be executed. One consolidation is moving forward. The Environmental Management Consolidated Business Center, Cincinnati, Ohio, plans to vacate two DOE leased facilities in 2018 and move into the Federal Building. At a minimum, this move is anticipated to reduce DOE's office and warehouse footprint by 2.5%, or 2000 SF, at this location.

The Department has also partnered with GSA on a number of Targeted Asset Reviews (TARs) at Oak Ridge, Tennessee and Brookhaven, New York. DOE used information developed during these reviews to proceed with the disposal of two land parcels at Oak Ridge.

Attachment C provides three examples of planned reductions to office and warehouse space

through consolidation, co-location, or disposal suitable for tracking on performance.gov. In addition to the consolidation of the Environmental Management Consolidated Business Center, mentioned above, the examples include demolition of over 10,000 SF of office space at Brookhaven National Laboratory in Upton, New York, and demolition of over 19,000 SF of office space at the Idaho National Laboratory in Scoville, Idaho.

Space Design Standard for Future Reductions

To encourage more efficient space utilization, the Department established in October 2011 an office space design standard of an average of 200 square feet of usable area per person applicable to Federal employees and their support contractors, Attachment D. The Department will review and confirm or update this policy using existing leadership forums and collaborative action processes prior to March 25, 2016.

The Department will rely primarily on the Facilities and Infrastructure Executive Steering Committee, a group of senior-level DOE Program Office representatives with responsibility for real property assets who guide real property asset management in the Department and promote the resolution of cross-program issues. With the support of the SRPO and benefit of experience from DOE sites, this group may consider the following during policy review:

- Differentiation on pay, seniority, job function or necessary equipment;
- Differentiation on program office or departmental mission;
- Applicability based on facility life cycle or legal interest;
- Applicability based on facility use;
- Applicable Collective Bargaining Agreements;
- *The American with Disabilities Act* and other accessibility or health and safety requirements;
- Implementation approaches;
- Industry space measurement standards; or
- Industry benchmarks reported in the International Facility Management Association Benchmarks Exchange, the Facility Management Benchmarking, APPA: Leadership in Educational Facilities (formerly known as the Association of Physical Plant Administrators) Facility Performance Indicators, or by the GSA in the President's Management Agenda Benchmarking Report.

V. Compliance Internal Controls

The current and planned standards, methods, and policies are intended to support the Department in:

- achieving its organizational objectives;
- obtaining, maintaining, reporting, and using reliable and timely information for decision making; and
- complying with laws, regulations, and policies.

Broadly, the Department's approach includes maintaining the current one-for-one offset policy, modifying the real property asset inventory and financial management and accounting systems, and strengthening management practices. DOE Under Secretaries, the NNSA and program offices, field and site offices, sites and DOE Headquarters Support Offices each contribute to effective implementation and control of the Department's Real Property Efficiency Plan.

Planned Practices

Internal control objectives and strategies planned in support of implementation include:

Identify, in a timely manner, new office and warehouse requirements.

- Record in Anticipated Acquisition Information Module of FIMS the planned acquisition of building area regardless of predominant use or acquisition method.
- Review policy requirements for executing construction projects under $10 million and propose clarifications of the authorities, responsibilities, and requirement for use of minor construction authority and operating funds for construction.
- Leverage to the maximum extend possible established data collection tools for tracking anticipated and completed building area acquisition.
- Programs will include within existing management systems a process for certifying that proposed real estate transactions are examined for mission support, efficient space use including application of the Department's office space standard, and life cycle cost effectiveness.
- Programs obtain Senior Realty Officer concurrence prior to initiating or renewing DOE leases or GSA Occupancy Agreements with an annual rent of one million dollars or more. NNSA reviews internal procedures to assure appropriate review of similar real estate transactions.
- Beginning in FY 2016, MA-50 and Programs update annual TYSP submission guidance to require sites to identify portfolio changes that impact "Reduce the Footprint" performance.
- Beginning with the FY 2018 Congressional Budget Integrated Facilities and Infrastructure Crosscut budget submission, Programs identify, by unique identifier, projects that impact office or warehouse building area.
- Beginning with the FY 2018 Congressional Budget submission, programs will prioritize reductions or consolidation opportunities for office and warehouse space and disposal of properties based upon mission requirements and return on investment.

Maintain data to move properties declared "excess" to final disposition in a timely manner.

- For the FY 2018 budget cycle, the MA-50 will work with Office of the CFO to establish budget guidance supporting MPM No. 2015-01, including identification and tracking of high priority projects that consolidate disparate operations at a single location, reduce square footage, dispose of unneeded properties, or co-locate services in proximity to customers served.
- Modify FIMS as recommended by Government Accountability Office 15-305 on DOE Real Property titled *"Better Data and a More Proactive Approach Needed to Facilitate Property Disposal"* to better track assets that may, are undergoing, or have completed deactivation and decommissioning.
- MA-50 will review and update existing policies, controls, and documentation requirements to strengthen the Department's internal excess screening processes and declarations of excess to GSA.

Maintain an accruable inventory of available offset[6] area.

- Record in FIMS the total disposition costs at the time of archiving a record, regardless of disposition method.
- Develop practical strategies for determining asset specific actual operations costs for buildings and trailers with a predominant use of office or warehouse.
- Record in FIMS all renovation and alterations costs at the end of such projects.
- Based on OMB/GSA evaluation criteria, MA-50 will develop anomaly reports to assist sites in verifying congruency of "Reduce the Footprint" asset data prior to the annual Federal Real Property Profile (FRPP) submission.

Balance new office and warehouse building area with offsets annually.

- On a quarterly basis, MA-50 will evaluate the Department's footprint and evaluate performance against planned targets and the President's Management Agenda performance benchmarks using FIMS, FRPP, and GSA rental agreement information following specified OMB/GSA evaluation criteria.
- On an annual basis and concurrent with their annual certification of FIMS data supporting the FRPP submission, Programs will review and verify the planned acquisition and disposal information in FIMS and AAIM.

[6] Offset area is building area removed from the DOE inventory through disposal or declarations/reporting or excess to GSA.

- On an annual basis and in conjunction with the Department's Annual State of Facilities Report, MA-50 will report the office and warehouse footprint inventory relative to its baseline.
- Annually, within ninety (90) days after the final FFRP data submission, the Department will issue an updated Real Property Efficiency Plan for the following six fiscal years.
- MA-50 will prepare various reports identifying size corrections, usage code changes, dispositions, and acquisitions identifying any that occurred independent of data calls or the acquisition module in FIMS, as needed.
- Publish recommended survey methods in a Departmental guide.
- By FY 2017, the Department will institutionalize the Laboratory Operations Board approach to real property asset condition assessments, utilization, and functionality surveys.
- Require current space utilization survey prior to project authorization for new acquisition or renovation of space subject to DOE's office space design standard.
- Incorporate field verification of space utilization surveys into the annual FIMS Data Validation process starting with the first validation after a six month implementation period for the guide.
- Starting in FY 2016 and in conjunction with their annual planning processes, Program Offices will conduct portfolio reviews across sites to identify and prioritize reductions or consolidation opportunities for office and warehouse space.
- Engage the LOB during FY 2016 to define outcome based, portfolio-wide performance metrics that indicate maximized utilization, stabilized deferred maintenance, and reduced lifecycle costs.

Current Practices

Current practices that support plan implementation include:

- FIMS data, including size, are reported quarterly to the Office of Chief Financial Policy for reconciliation with the Active Facilities Data Collection System, the Department system used to estimate the costs of addressing contaminated facilities at the end of their useful lives and to prepare an annual, audited financial statement including assets and liabilities.
- The Department's Agency Financial Report for FY 2014 included OMB Circular A-136[7] compliant progress reporting for *"Freeze the Footprint"* policy implementation, Attachment E. The Department will continue to meet the reporting requirements

[7] Office of Management and Budget Circular No. A-136, *Financial Reporting Requirements* (OMB Circular A-136) dated September 18, 2014

specified by OMB in support of OMB Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations*.

VI. FRPP Data Quality Improvement

FIMS, the Department's repository of real property information continues to improve. It contains over 20,000 real property records each containing up to 200 discrete data fields supporting the annual data submission to the FRPP, facility-related sustainability goals, and implementation of OMB Memorandum M-12-12 Section 3: Freeze the Footprint, and the Department's internal management and performance objectives.

Data Quality Prior to System Input - Upon receipt of the annual Federal Real Property Council, *Guidance for Real Property Inventory Reporting*, the SRPO assesses the updated reporting requirements to identify changes in FIMS necessary to accommodate new or modified FRPP data requirements or reporting processes and provides implementation guidance.

Data Validation Procedures – In FY 2007, the Department implemented a standard, statistical validation process now applied annually at all sites between mid-January and the end of June. Validation is a process for assuring the accuracy of FIMS data by comparing FIMS data taken from a representative sample against its source data. Annual guidance[8] is tailored to meet current requirements and management interest areas. This routine provides the Department with a reasonable level of confidence that the validated FIMS data elements are being maintained without variance when compared to source documentation. In FY 2015, the Department validated up to 56 individual data elements for DOE owned and DOE leased buildings, structures and trailers; GSA owned and GSA leased buildings; land records; and records archived between October 1, 2012 and September 30, 2014.

The validation also includes a facility site visit to cross check source data and FIMS data with actually observed field conditions. As many of the assets in the sample sets as practical are physically verified and a facility walk-through conducted at approximately 30% of the sample set. The site visit includes an inspection of the previous location of 100% of the disposed assets. To help confirm that all existing real property assets are recorded in FIMS, during the site visit the validation team randomly identifies ten assets not included in the sample set. Before completing the validation, the team confirms that a property record for each observed asset exists in FIMS, and records any necessary data corrections.

The FIMS data validation is scored based on frequency of variance for "Status" or overall accuracy of the existing data, and for "Progress" a subjective assessment of process improvement both using a red, yellow, green system. Sites earning a red score in "Status" must develop and submit a Corrective Action Plan within 15 days of the validation, report progress

[8] Guidance for Fiscal Year 2015 Facilities Information Management Systems Data Validations

toward implementation, and revalidate the data with 60 days of the original validation or prior to August 1, whichever comes first.

Data Quality Prior to System Acceptance - The Office of Asset Management, in coordination with the Headquarters program office, performs quality assurance reviews of the FIMS data validation process at each site on a five-year cycle to verify consistency and to ensure validations are conducted in accordance with the annual guidance.

With year-end FIMS data population, the SRPO requires each Site Manager or Headquarters Program Office provide a statement to certify the level of completeness, accuracy, and any efforts made to improve FIMS data reported to the FRPP.

Data Anomalies - Attachment F describes the criteria used to identify potential data anomalies prior to end-of-year FRPP submission.

VII. Challenges and Improvement Opportunities

Challenges

Over 60% of the Department excess building area is in secure locations and requires extensive environmental decontamination prior to disposal. The following statement from the *Department of Energy Agency Financial Report for FY 2014* provides an example of the collective characterization challenges.

> "With the end of the Cold War, the Department's environmental remediation mission took on a greater focus as the agency began to dispose of large volumes of radioactive waste resulting from more than 50 years of nuclear defense and energy research work. This effort involves 2 million acres of land and employs more than 30,000 Federal and contractor employees. For example, one of the largest cleanup efforts of its kind in the world, at the Hanford Site in southeastern Washington, 11,000 employees are working to remediate 40 years of plutonium processing which resulted in, among several challenges, millions of gallons of radioactive waste stored in 177 large underground tanks. Cleanup activities at most sites are governed by one or more regulatory agreements or court orders that establish scopes of work, timeframes, and specific achievement milestones. The disposal and cleanup effort is complex and costly. In fact, these efforts are projected to cost more than $280 billion and will continue well into the foreseeable future. As has been the case in previous years, Environmental Cleanup remains a management challenge that warrants attention on the part of Departmental management." [9]

The Department currently has under construction several large scale projects important to its nuclear, radiological, and scientific missions. Many of these projects were initiated and funded for construction prior to the conclusion of FY 2012 and, therefore, prior to OMB M-12-12,

[9] U.S. Department of Energy Agency Financial Report Fiscal Year 2014

"Promoting Efficient Spending to Support Agency Operations". These complex projects often require 5, 10, or more years to be completed and generally provide ancillary facilities that when delivered will add to the Department's inventory of office and warehouse space. The Department will address these facilties in the annual plan update as occupancy forecasts are completed.

Improvement Opportunities

The work of the Laboratory Operations Board has heightened management interest in the condition and efficient, effective utilization of Departmental infrastructure as well as the burden of sustaining unneeded real property. The CFO's *FY 2017 Budget Guidance* includes crosscutting initiatives for departmental infrastructure – one on general purpose infrastructure revitalization to identify and address critical departmental infrastructure needs, and a new crosscut analysis of excess facilities disposition. Program offices were directed to provide sufficient funding for infrastructure maintenance to avoid any further increase in the level of deferred maintenance from the end of FY 2016 to the end of FY 2017 and encouraged to exceed this minimum investment amount in order to achieve a reduction in the level of deferred maintenance or to provide critical investments to advance the mission of the program.

The Department has begun seeking out other approaches to reducing its footprint including identifying ways to expedite reporting and disposal of excess facilities. These include partnering with GSA to identify opportunities for consolidation or co-location using their CPP tool or disposal opportunities through TARs. DOE also has at its command tools to facilitate maintenance of its agile portfolio including:

- direct lease authority,
- independent disposal authority, including transfers for economic development, and
- the capability to construct or purchase real property when authorized.

Concerns

The *"Guidance on Reduce the Footprint Implementation"* does not provide "draft monitoring … methods" as specified in MPM 2015-01 Section II(4)(a). As a result, it is not clear how GSA will assess and grade the Department's performance in FY 2015 and beyond.

Neither *"Guidance on RTF Implementation"* nor *"Real Property Efficiency Plan Template"* addresses the documentation of costs requirement in MPM 2015-01 Section II(1)(f). It is not clear what specific costs OMB and GSA are interested in receiving, and the Department will use its best efforts to collect the appropriate cost information needed to support progress reporting in the future.

Notes

Bonneville Power Administration (BPA) is self-financed and has independent real property acquisition and disposal authorities. However, DOE will continue to include BPA assets, such as offices and warehouses, in our annual reporting requirements.

Attachments

Attachment A - Department of Energy Plan to Maintain the Freeze the Footprint Baseline
Attachment B - Department of Energy Owned Building Disposition Plan
Attachment C - Example Projects for Public Tracking
Attachment D - Department of Energy Space Standard
Attachment E - U.S. Department of Energy Agency Financial Report Fiscal Year 2014, Other Information (Unaudited), *Freeze the Footprint*
Attachment F - Department of Energy Facilities Information Management System Fiscal Year-end Data Analysis

The Department of Energy *Plan to Maintain the Freeze the Footprint Baseline*, demonstrates the asset level data used to develop annual targets shown in Table 4, *Domestic Office and Warehouse Reduction Targets FY 2016 – FY 2020*. Summary level data is followed by asset level data:

Planned Actions (SF)		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Office	Acquisitions	63,000	52,287	45,250	70,000	60,943
	Disposals	-93,191	-467,407	-78,020	-96,253	-100,220
	Net Portfolio Effect	-30,191	-415,120	-32,770	-26,253	-39,277
Warehouse	Acquisitions	7,400	88,567	9,460	0	26,888
	Disposals	-70,471	-256,973	-20,778	-8,543	-8,815
	Net Portfolio Effect	-63,071	-168,406	-11,318	-8,543	18,073

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID	OA Number	Asset Acquired, Modified or Disposed	SF Unit of Measure	Net Portfolio Effect (SF)	City	State/ US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/ Comments:
	Acquisition		Construction	10	Owned	TBA		25,000	Gross SF	25,000	Albuquerque	NM	87123		2016	AAIM No. 130
	Acquisition		Construction	10	Owned	TBA		26,000	Gross SF	26,000	Albuquerque	NM	87123		2016	AAIM No. 143
	Acquisition		Construction	10	Owned	TBA		12,000	Gross SF	12,000	Newport News	VA	23606		2016	AAIM No. 374
	Acquisition		Construction	41	Owned	TBA		1,400	Gross SF	1,400	Livermore	CA	94550		2016	AAIM No. 800
	Acquisition		Construction	41	Owned	TBA		2,136	Gross SF	2,136	Los Alamos	NM	87545		2017	AAIM No. 106
	Acquisition		Construction	41	Owned	TBA		2,136	Gross SF	2,136	Los Alamos	NM	87545		2017	AAIM No. 107
	Acquisition		Construction	41	Owned	TBA		2,136	Gross SF	2,136	Los Alamos	NM	87545		2017	AAIM No. 108
	Acquisition		Construction	41	Owned	TBA		2,136	Gross SF	2,136	Los Alamos	NM	87545		2017	AAIM No. 109
	Acquisition		Construction	41	Owned	TBA		1,250	Gross SF	1,250	Los Alamos	NM	87545		2017	AAIM No. 113
	Acquisition		Construction	10	Owned	TBA		19,247	Gross SF	19,247	Livermore	CA	94550		2017	AAIM No. 131
	Acquisition		Construction	10	Owned	TBA		4,040	Gross SF	4,040	Scoville	ID	83415		2017	AAIM No. 234
	Acquisition		Construction	10	Owned	TBA		24,000	Gross SF	24,000	Richland	WA	99354		2017	AAIM No. 408
	Acquisition		Construction	41	Owned	TBA		13,600	Gross SF	13,600	West Milton	NY	12020		2017	AAIM No. 488
	Acquisition		OA	41	OA Asset	TBA	TBA	40,173	Rentable SF	40,173	Harahan	LA	70123		2017	AAIM No. 658
	Acquisition		Construction	41	Owned	TBA		12,500	Gross SF	12,500	Kevil	KY	42053		2017	AAIM No. 677
	Acquisition		Construction	41	Owned	TBA		12,500	Gross SF	12,500	Piketon	OH	45661		2017	AAIM No. 724
	Acquisition		OA	10	OA Asset	TBA	TBA	5,000	Rentable SF	5,000	Aiken	SC	29801		2017	AAIM No. 750
	Acquisition		Construction	10	Owned	TBA		20,000	Gross SF	20,000	Livermore	CA	94550		2018	AAIM No. 157
	Acquisition		Construction	41	Owned	TBA		9,460	Gross SF	9,460	Scoville	ID	83415		2018	AAIM No. 559
	Acquisition		Construction	10	Owned	TBA		11,000	Gross SF	11,000	West Milton	NY	12020		2018	AAIM No. 659
	Acquisition		Construction	10	Owned	TBA		14,250	Gross SF	14,250	Aiken	SC	29808		2018	AAIM No. 666
	Acquisition		Construction	10	Owned	TBA		40,943	Gross SF	40,943	Panhandle	TX	79068		2020	AAIM No. 801
	Acquisition		Construction	41	Owned	TBA		352	Gross SF	352	Panhandle	TX	79068		2020	AAIM No. 807
	Acquisition		Construction	10	Owned	TBA		20,000	Gross SF	20,000	Mercury	NV	89023		2020	AAIM No. 818
	Disposal	Demolition		41	Owned	84524		15,073	Gross SF	-15,073	Los Alamos	NM	87545	2016		
	Disposal	Demolition		41	Owned	85404		56	Gross SF	-56	Los Alamos	NM	87545	2016		
	Disposal	Demolition		41	Owned	88194		10,016	Gross SF	-10,016	Albuquerque	NM	87123	2016		
	Disposal	Demolition		41	Owned	90193		1,152	Gross SF	-1,152	Menlo Park	CA	94025	2016		

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID	OA Number	Size of Asset Acquired, Modified or Disposed (SF)	SF Unit of Measure	Net Portfolio Effect (SF)	City	State/ US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/ Comments:
	Disposal	Demolition		41	Owned	90200		687	Gross SF	-687	Menlo Park	CA	94025	2016		
	Disposal	Demolition		10	Owned	90218		720	Gross SF	-720	Menlo Park	CA	94025	2016		
	Disposal	Demolition		10	Owned	90219		1,467	Gross SF	-1,467	Menlo Park	CA	94025	2016		
	Disposal	Demolition		10	Owned	90220		720	Gross SF	-720	Menlo Park	CA	94025	2016		
	Disposal	Demolition		41	Owned	90395		800	Gross SF	-800	Simi Valley	CA	93063	2016		
	Disposal	Demolition		10	Owned	90399		15,297	Gross SF	-15,297	Simi Valley	CA	93063	2016		
	Disposal	Demolition		10	Owned	90670		1,026	Gross SF	-1,026	Morgantown	WV	26505	2016		
	Disposal	TBD		10	Owned	111682		1,694	Gross SF	-1,694	Aiken	SC	29808	2016		
	Disposal	TBD		10	Owned	111850		4,000	Gross SF	-4,000	Aiken	SC	29808	2016		
	Disposal	Demolition		41	Owned	115873		800	Gross SF	-800	Richland	WA	99352	2016		
	Disposal	Demolition		41	Owned	116916		144	Gross SF	-144	Richland	WA	99352	2016		
	Disposal	Demolition		10	Owned	118050		6,420	Gross SF	-6,420	West Milton	NY	12020	2016		
	Disposal	Demolition		10	Owned	118052		6,420	Gross SF	-6,420	West Milton	NY	12020	2016		
	Disposal	Demolition		41	Owned	118206		32,265	Gross SF	-32,265	Niskayuna	NY	12309	2016		
	Disposal	Demolition		41	Owned	118250		473	Gross SF	-473	Niskayuna	NY	12309	2016		
	Disposal	Demolition		10	Owned	118275		9,784	Gross SF	-9,784	Niskayuna	NY	12309	2016		
	Disposal	Demolition		10	Owned	118276		9,784	Gross SF	-9,784	Niskayuna	NY	12309	2016		
	Disposal	Demolition		10	Owned	118277		6,760	Gross SF	-6,760	Niskayuna	NY	12309	2016		
	Disposal	Demolition		41	Owned	118324		207	Gross SF	-207	Niskayuna	NY	12309	2016		
	Disposal	Demolition		10	Owned	123754		1,092	Gross SF	-1,092	Batavia	IL	60510	2016		
	Disposal	Demolition		41	Owned	124341		701	Gross SF	-701	Upton	NY	11973	2016		
	Disposal	Demolition		10	Owned	124536		10,213	Gross SF	-10,213	Upton	NY	11973	2016		
	Disposal	Demolition		10	Owned	125012		7,680	Gross SF	-7,680	Batavia	IL	60510	2016		
	Disposal	Demolition		41	Owned	125857		540	Gross SF	-540	Albuquerque	NM	87123	2016		
	Disposal	Demolition		41	Owned	133952		108	Gross SF	-108	Los Alamos	NM	87545	2016		
	Disposal	TBD		10	Owned	134333		1,537	Gross SF	-1,537	Barnwell	SC	29812	2016		
	Disposal	TBD		10	Owned	134334		1,507	Gross SF	-1,507	Barnwell	SC	29812	2016		
	Disposal	TBD		41	Owned	136115		1,999	Gross SF	-1,999	Aiken	SC	29808	2016		
	Disposal	Demolition		41	Owned	138866		640	Gross SF	-640	Menlo Park	CA	94025	2016		
	Disposal	Demolition		41	Owned	138949		1,440	Gross SF	-1,440	Menlo Park	CA	94025	2016		
	Disposal	Other		10	Owned	204505		2,160	Gross SF	-2,160	Scoville	ID	83415	2016		
	Disposal	Other		10	Owned	204512		2,160	Gross SF	-2,160	Scoville	ID	83415	2016		
	Disposal	Other		10	Owned	204513		2,160	Gross SF	-2,160	Scoville	ID	83415	2016		
	Disposal	Demolition		41	Owned	207300		672	Gross SF	-672	Menlo Park	CA	94025	2016		
	Disposal	TBD		10	Owned	208908		590	Gross SF	-590	Aiken	SC	29808	2016		
	Disposal	TBD		41	Owned	210012		108	Gross SF	-108	Aiken	SC	29808	2016		
	Disposal	Demolition		41	Owned	211412		204	Gross SF	-204	Livermore	CA	94550	2016		
	Disposal	Demolition		41	Owned	215538		2,386	Gross SF	-2,386	Livermore	CA	94550	2016		
	Disposal	Public Benefit Conveyance		10	Owned	84235		53,706	Gross SF	-53,706	Miamisburg	OH	45342	2017		
	Disposal	Public Benefit Conveyance		41	Owned	84247		45,490	Gross SF	-45,490	Miamisburg	OH	45342	2017		
	Disposal	Public Benefit Conveyance		10	Owned	84330		54,280	Gross SF	-54,280	Miamisburg	OH	45342	2017		
	Disposal	Public Benefit Conveyance		10	Owned	84331		90,072	Gross SF	-90,072	Miamisburg	OH	45342	2017		
	Disposal	Sale		10	Owned	84348		240,717	Gross SF	-240,717	Kansas City	MO	64131	2017		
	Disposal	Sale		41	Owned	84363		5,509	Gross SF	-5,509	Kansas City	MO	64131	2017		
	Disposal	Sale		41	Owned	84369		24,120	Gross SF	-24,120	Kansas City	MO	64131	2017		
	Disposal	Sale		41	Owned	84370		576	Gross SF	-576	Kansas City	MO	64131	2017		
	Disposal	Sale		41	Owned	84382		27,294	Gross SF	-27,294	Kansas City	MO	64131	2017		
	Disposal	Sale		41	Owned	84384		150	Gross SF	-150	Kansas City	MO	64131	2017		
	Disposal	Demolition		10	Owned	89288		10,199	Gross SF	-10,199	Berkeley	CA	94720	2017		
	Disposal	Demolition		10	Owned	89441		625	Gross SF	-625	Berkeley	CA	94720	2017		
	Disposal	Demolition		10	Owned	89472		410	Gross SF	-410	Berkeley	CA	94720	2017		
	Disposal	Demolition		10	Owned	90121		1,417	Gross SF	-1,417	Menlo Park	CA	94025	2017		
	Disposal	Demolition		10	Owned	90122		1,417	Gross SF	-1,417	Menlo Park	CA	94025	2017		
	Disposal	Demolition		10	Owned	90123		1,464	Gross SF	-1,464	Menlo Park	CA	94025	2017		
	Disposal	Demolition		10	Owned	90124		1,464	Gross SF	-1,464	Menlo Park	CA	94025	2017		
	Disposal	Demolition		41	Owned	97337		33,446	Gross SF	-33,446	Oak Ridge	TN	37830	2017		
	Disposal	Demolition		41	Owned	98827		4,501	Gross SF	-4,501	Oak Ridge	TN	37830	2017		
	Disposal	Demolition		10	Owned	99411		3,471	Gross SF	-3,471	West Paducah	KY	42086	2017		
	Disposal	Demolition		41	Owned	99513		42,000	Gross SF	-42,000	West Paducah	KY	42086	2017		

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID	OA Number	Size of Asset Acquired, Modified or Disposed (SF)	SF Unit of Measure	Net Portfolio Effect (SF)	City	State/ US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/ Comments:
	Disposal	Demolition		41	Owned	99514		71,100	Gross SF	-71,100	West Paducah	KY	42086	2017		
	Disposal	Demolition		41	Owned	99516		560	Gross SF	-560	West Paducah	KY	42086	2017		
	Disposal	Demolition		10	Owned	124334		5,977	Gross SF	-5,977	Upton	NY	11973	2017		
	Disposal	Demolition		10	Owned	130034		1,676	Gross SF	-1,676	Newport News	VA	23606	2017		
	Disposal	Demolition		41	Owned	134647		512	Gross SF	-512	Richland	WA	99352	2017		
	Disposal	Demolition		41	Owned	137884		739	Gross SF	-739	West Milton	NY	12020	2017		
	Disposal	Demolition		41	Owned	138205		336	Gross SF	-336	West Paducah	KY	42086	2017		
	Disposal	Demolition		41	Owned	207316		640	Gross SF	-640	Simi Valley	CA	93063	2017		
	Disposal	Lease or OA Expiration		10	Leased	216050	106049	256	Rentable SF	-256	West Milton	NY	12020	2017		
	Disposal	Lease or OA Expiration		10	Leased	216051	106049	256	Rentable SF	-256	West Milton	NY	12020	2017		
	Disposal	Demolition		10	Owned	89328		21,435	Gross SF	-21,435	Berkeley	CA	94720	2018		
	Disposal	Demolition		10	Owned	89476		480	Gross SF	-480	Berkeley	CA	94720	2018		
	Disposal	Demolition		10	Owned	90190		1,410	Gross SF	-1,410	Menlo Park	CA	94025	2018		
	Disposal	TBD		10	Owned	94857		24,262	Gross SF	-24,262	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	96033		5,044	Gross SF	-5,044	Scoville	ID	83415	2018		
	Disposal	TBD		41	Owned	96051		11,133	Gross SF	-11,133	Scoville	ID	83415	2018		
	Disposal	Demolition		41	Owned	118062		480	Gross SF	-480	West Milton	NY	12020	2018		
	Disposal	TBD		41	Owned	125736		5,482	Gross SF	-5,482	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	126919		4,518	Gross SF	-4,518	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127270		1,604	Gross SF	-1,604	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127271		1,568	Gross SF	-1,568	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127272		1,538	Gross SF	-1,538	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127273		1,568	Gross SF	-1,568	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127289		1,512	Gross SF	-1,512	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127291		1,577	Gross SF	-1,577	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	127293		1,568	Gross SF	-1,568	Scoville	ID	83415	2018		
	Disposal	Demolition		10	Owned	129034		3,260	Gross SF	-3,260	Menlo Park	CA	94025	2018		
	Disposal	TBD		41	Owned	131592		128	Gross SF	-128	Scoville	ID	83415	2018		
	Disposal	Demolition		10	Owned	133107		1,985	Gross SF	-1,985	Upton	NY	11973	2018		
	Disposal	TBD		41	Owned	134399		130	Gross SF	-130	Aiken	SC	29808	2018		
	Disposal	TBD		41	Owned	134400		83	Gross SF	-83	Aiken	SC	29808	2018		
	Disposal	TBD		41	Owned	134401		136	Gross SF	-136	Aiken	SC	29803	2018		
	Disposal	TBD		41	Owned	134402		83	Gross SF	-83	Windsor	SC	29856	2018		
	Disposal	TBD		41	Owned	134404		88	Gross SF	-88	Williston	SC	29853	2018		
	Disposal	TBD		41	Owned	134406		79	Gross SF	-79	Barnwell	SC	29812	2018		
	Disposal	TBD		41	Owned	134407		52	Gross SF	-52	Barnwell	SC	29812	2018		
	Disposal	TBD		41	Owned	134410		101	Gross SF	-101	Barnwell	SC	29812	2018		
	Disposal	TBD		41	Owned	134411		80	Gross SF	-80	Barnwell	SC	29812	2018		
	Disposal	TBD		41	Owned	134412		83	Gross SF	-83	Jackson	SC	29831	2018		
	Disposal	Demolition		41	Owned	137885		2,160	Gross SF	-2,160	West Milton	NY	12020	2018		
	Disposal	Demolition		10	Owned	138936		783	Gross SF	-783	Menlo Park	CA	94025	2018		
	Disposal	TBD		10	Owned	200601		720	Gross SF	-720	Scoville	ID	83415	2018		
	Disposal	TBD		10	Owned	200602		720	Gross SF	-720	Scoville	ID	83415	2018		
	Disposal	Demolition		10	Owned	204273		504	Gross SF	-504	Menlo Park	CA	94025	2018		
	Disposal	Demolition		10	Owned	207298		511	Gross SF	-511	Menlo Park	CA	94025	2018		
	Disposal	Demolition		10	Owned	207307		653	Gross SF	-653	Simi Valley	CA	93063	2018		
	Disposal	Demolition		10	Owned	207310		800	Gross SF	-800	Simi Valley	CA	91304	2018		
	Disposal	Demolition		41	Owned	207317		480	Gross SF	-480	Simi Valley	CA	93063	2018		
	Disposal	Demolition		10	Owned	90185		1,661	Gross SF	-1,661	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	90186		1,680	Gross SF	-1,680	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	90187		1,680	Gross SF	-1,680	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	95152		19,312	Gross SF	-19,312	Scoville	ID	83415	2019		
	Disposal	Demolition		41	Owned	96877		1,720	Gross SF	-1,720	West Mifflin	PA	15122	2019		
	Disposal	Demolition		10	Owned	98367		13,717	Gross SF	-13,717	Oak Ridge	TN	37831	2019		
	Disposal	Demolition		10	Owned	98368		11,804	Gross SF	-11,804	Oak Ridge	TN	37831	2019		
	Disposal	Demolition		10	Owned	118224		3,045	Gross SF	-3,045	Niskayuna	NY	12309	2019		
	Disposal	Demolition		10	Owned	118252		458	Gross SF	-458	Niskayuna	NY	12309	2019		
	Disposal	Demolition		41	Owned	118268		1,620	Gross SF	-1,620	Niskayuna	NY	12309	2019		
	Disposal	Demolition		41	Owned	118269		96	Gross SF	-96	Niskayuna	NY	12309	2019		

Data Element	Type of Project	If Disposal Project	If Acquisition Project	Real Property Use	Owned, Leased or OA Asset	FRPP RPUID	OA Number	Size of Asset Acquired, Modified or Disposed (SF)	SF Unit of Measure	Net Portfolio Effect (SF)	City	State/ US Territory	Zip Code	Estimated Date Asset Will Leave Inventory	Estimated Date Agency Will Occupy New Space	Note/ Comments:
	Disposal	Demolition		10	Owned	135702		2,958	Gross SF	-2,958	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	135933		33,683	Gross SF	-33,683	Richland	WA	99352	2019		
	Disposal	Demolition		10	Owned	200963		2,160	Gross SF	-2,160	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	202815		1,423	Gross SF	-1,423	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	202816		2,172	Gross SF	-2,172	Menlo Park	CA	94025	2019		
	Disposal	Demolition		10	Owned	207336		500	Gross SF	-500	West Mifflin	PA	15122	2019		
	Disposal	Demolition		41	Owned	211525		5,107	Gross SF	-5,107	Scoville	ID	83415	2019		
	Disposal	Demolition		10	Owned	95130		26,795	Gross SF	-26,795	Scoville	ID	83415	2020		
	Disposal	Demolition		41	Owned	96878		3,401	Gross SF	-3,401	West Mifflin	PA	15122	2020		
	Disposal	Demolition		10	Owned	96963		720	Gross SF	-720	West Mifflin	PA	15122	2020		
	Disposal	Demolition		41	Owned	97025		2,000	Gross SF	-2,000	Scoville	ID	83415	2020		
	Disposal	TBD		10	Owned	112754		1,751	Gross SF	-1,751	Aiken	SC	29808	2020		
	Disposal	TBD		10	Owned	112893		1,508	Gross SF	-1,508	Aiken	SC	29808	2020		
	Disposal	TBD		10	Owned	115401		929	Gross SF	-929	Barnwell	SC	29812	2020		
	Disposal	Demolition		41	Owned	118223		1,353	Gross SF	-1,353	Niskayuna	NY	12309	2020		
	Disposal	Demolition		10	Owned	118225		4,393	Gross SF	-4,393	Niskayuna	NY	12309	2020		
	Disposal	Demolition		10	Owned	118237		2,683	Gross SF	-2,683	Niskayuna	NY	12309	2020		
	Disposal	Demolition		10	Owned	124558		51,988	Gross SF	-51,988	Upton	NY	11973	2020		
	Disposal	TBD		10	Owned	136681		1,779	Gross SF	-1,779	Barnwell	SC	29812	2020		
	Disposal	TBD		41	Owned	200875		2,061	Gross SF	-2,061	Aiken	SC	29808	2020		
	Disposal	TBD		10	Owned	201007		2,922	Gross SF	-2,922	Aiken	SC	29808	2020		
	Disposal	Demolition		10	Owned	204499		4,320	Gross SF	-4,320	West Mifflin	PA	15122	2020		
	Disposal	TBD		10	Owned	208902		432	Gross SF	-432	Barnwell	SC	29812	2020		
	Modification of Existing Asset		Construction	41	Owned	202592		22,020	Gross SF	6,000	Oak Ridge	TN	37830		2016	AAIM No. 826
	Modification of Existing Asset		Construction	10	Owned	129968		127,511	Gross SF	70,000	Newport News	VA	23606		2019	AAIM No. 836
	Modification of Existing Asset		Construction	41	Owned	209390		90,188	Gross SF	26,536	Scoville	ID	83415		2020	AAIM No. 830

The Department of Energy *Owned Building Disposition Plan*, demonstrates the asset level disposition plan for the first three year period, FY 2016 – FY 2018, used to develop annual targets shown in Table 5, *Disposal Targets for Owned Buildings FY 2016 – FY 2020*. Summary level data is followed by asset level data:

Planned Actions (SF)		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Other Owned Buildings	Disposals	423,041	2,972,640	1,152,886	372,305	15,949	4,936,821
	# of Buildings	38	49	28	15	9	139

Predominate Use	Building Area (Gross Square Feet)	FRPP RPUID	City	State/ US Territory	Zip Code	Dispostion Method	Estimated Date Asset will Leave Inventory
60 Service	4,376	123796	Batavia	IL	60510	Demolition	2016
74 Laboratories	1,053	123854	Batavia	IL	60510	Demolition	2016
74 Laboratories	1,053	123983	Batavia	IL	60510	Demolition	2016
74 Laboratories	4,200	89269	Berkeley	CA	94720	Demolition	2016
50 Industrial	120	85098	Los Alamos	NM	87545	Demolition	2016
74 Laboratories	123	85085	Los Alamos	NM	87545	Demolition	2016
74 Laboratories	3,267	85092	Los Alamos	NM	87545	Demolition	2016
74 Laboratories	5,783	85094	Los Alamos	NM	87545	Demolition	2016
74 Laboratories	13,238	85396	Los Alamos	NM	87545	Demolition	2016
29 Other Institutional Uses	1,170	204271	Menlo Park	CA	94025	Demolition	2016
60 Service	1,241	90668	Morgantown	WV	26505	Demolition	2016
74 Laboratories	686	131234	Morgantown	WV	26505	Demolition	2016
29 Other Institutional Uses	40,819	97998	Oak Ridge	TN	37830	Demolition	2016
50 Industrial	61,819	115814	Richland	WA	99352	Demolition	2016
50 Industrial	226	116623	Richland	WA	99352	Demolition	2016
50 Industrial	19,432	116634	Richland	WA	99352	Demolition	2016
50 Industrial	2,316	116647	Richland	WA	99352	Demolition	2016
50 Industrial	201,842	116968	Richland	WA	99352	Demolition	2016
50 Industrial	1,303	138614	Richland	WA	99352	Demolition	2016
60 Service	1,554	115822	Richland	WA	99352	Demolition	2016
60 Service	822	116625	Richland	WA	99352	Demolition	2016
60 Service	648	138598	Richland	WA	99352	Demolition	2016
74 Laboratories	278	115813	Richland	WA	99352	Demolition	2016
28 Museum	300	95116	Scoville	ID	83415	Demolition	2016
28 Museum	7,363	95144	Scoville	ID	83415	Demolition	2016
50 Industrial	6,635	90423	Simi Valley	CA	93063	Demolition	2016
60 Service	6,402	90390	Simi Valley	CA	93063	Demolition	2016
74 Laboratories	7,210	90402	Simi Valley	CA	93063	Demolition	2016
74 Laboratories	441	90407	Simi Valley	CA	93063	Demolition	2016
74 Laboratories	10,274	90422	Simi Valley	CA	93063	Demolition	2016
74 Laboratories	14,147	207309	Simi Valley	CA	93063	Demolition	2016
50 Industrial	1,906	124409	Upton	NY	11973	Demolition	2016
60 Service	217	133121	Upton	NY	11973	Demolition	2016
60 Service	141	134544	Upton	NY	11973	Demolition	2016
50 Industrial	389	135720	West Milton	NY	12020	Demolition	2016
50 Industrial	107	135721	West Milton	NY	12020	Demolition	2016
50 Industrial	96	135722	West Milton	NY	12020	Demolition	2016
50 Industrial	44	135723	West Milton	NY	12020	Demolition	2016

Predominate Use	Building Area (Gross Square Feet)	FRPP RPUID	City	State/ US Territory	Zip Code	Dispostion Method	Estimated Date Asset will Leave Inventory
29 Other Institutional Uses	1,747	84365	Kansas City	MO	64131	Sale	2017
29 Other Institutional Uses	2,294	84383	Kansas City	MO	64131	Sale	2017
50 Industrial	1,755,593	84344	Kansas City	MO	64131	Sale	2017
50 Industrial	142,516	84351	Kansas City	MO	64131	Sale	2017
50 Industrial	40,077	84352	Kansas City	MO	64131	Sale	2017
50 Industrial	18,991	84353	Kansas City	MO	64131	Sale	2017
50 Industrial	5,331	84354	Kansas City	MO	64131	Sale	2017
50 Industrial	31,309	84368	Kansas City	MO	64131	Sale	2017
50 Industrial	2,319	84388	Kansas City	MO	64131	Sale	2017
50 Industrial	28,624	84409	Kansas City	MO	64131	Sale	2017
50 Industrial	132,596	84410	Kansas City	MO	64131	Sale	2017
50 Industrial	35,960	84411	Kansas City	MO	64131	Sale	2017
50 Industrial	2,400	84413	Kansas City	MO	64131	Sale	2017
50 Industrial	38,113	84414	Kansas City	MO	64131	Sale	2017
50 Industrial	258,229	84415	Kansas City	MO	64131	Sale	2017
50 Industrial	13,585	84418	Kansas City	MO	64131	Sale	2017
60 Service	3,650	84346	Kansas City	MO	64131	Sale	2017
60 Service	60,760	84349	Kansas City	MO	64131	Sale	2017
60 Service	1,884	84350	Kansas City	MO	64131	Sale	2017
60 Service	208	84355	Kansas City	MO	64131	Sale	2017
60 Service	1,043	84356	Kansas City	MO	64131	Sale	2017
60 Service	12,958	84366	Kansas City	MO	64131	Sale	2017
60 Service	8,868	84381	Kansas City	MO	64131	Sale	2017
60 Service	413	84389	Kansas City	MO	64131	Sale	2017
60 Service	200	84390	Kansas City	MO	64131	Sale	2017
60 Service	454	84391	Kansas City	MO	64131	Sale	2017
60 Service	1,904	84412	Kansas City	MO	64131	Sale	2017
60 Service	191	84416	Kansas City	MO	64131	Sale	2017
60 Service	240	84417	Kansas City	MO	64131	Sale	2017
60 Service	21,988	84420	Kansas City	MO	64131	Sale	2017
60 Service	2,400	135694	Kansas City	MO	64131	Sale	2017
60 Service	305	201505	Kansas City	MO	64131	Sale	2017
50 Industrial	172,963	84338	Miamisburg	OH	45342	Public Benefit Conveyance	2017
74 Laboratories	2,775	84227	Miamisburg	OH	45342	Public Benefit Conveyance	2017
50 Industrial	27,865	118270	Niskayuna	NY	12309	Demolition	2017
60 Service	167	118264	Niskayuna	NY	12309	Demolition	2017
50 Industrial	9,920	115812	Richland	WA	99352	Demolition	2017
50 Industrial	61,819	115837	Richland	WA	99352	Demolition	2017
28 Museum	2,697	95142	Scoville	ID	83415	Demolition	2017
28 Museum	2,504	95143	Scoville	ID	83415	Demolition	2017
60 Service	632	97004	Scoville	ID	83415	Demolition	2017
74 Laboratories	18,967	124742	Scoville	ID	83415	Demolition	2017
74 Laboratories	14,546	124743	Scoville	ID	83415	Demolition	2017
74 Laboratories	4,093	207311	Simi Valley	CA	93063	Demolition	2017
74 Laboratories	2,207	207312	Simi Valley	CA	93063	Demolition	2017
74 Laboratories	3,025	207315	Simi Valley	CA	93063	Demolition	2017
74 Laboratories	600	207318	Simi Valley	CA	93063	Demolition	2017
30 Family Housing	17,038	124560	Upton	NY	11973	Demolition	2017
60 Service	3,672	99439	West Paducah	KY	42086	Demolition	2017

Predominate Use	Building Area (Gross Square Feet)	FRPP RPUID	City	State/ US Territory	Zip Code	Dispostion Method	Estimated Date Asset will Leave Inventory
60 Service	86	209955	Aiken	SC	29808	TBD	2018
60 Service	120	210011	Aiken	SC	29808	TBD	2018
60 Service	126	210002	Barnwell	SC	29812	TBD	2018
60 Service	208	85845	Los Alamos	NM	87545	Demolition	2018
60 Service	212	90673	Morgantown	WV	26505	Demolition	2018
74 Laboratories	370	90667	Morgantown	WV	26505	Demolition	2018
50 Industrial	123,821	127991	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,821	127992	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,821	127993	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,821	127994	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,821	127995	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,821	127996	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,820	127997	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,820	127998	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	123,820	127999	Oak Ridge	TN	37830	Demolition	2018
60 Service	225	98092	Oak Ridge	TN	37830	Demolition	2018
50 Industrial	3,000	138615	Richland	WA	99352	Demolition	2018
50 Industrial	384	138617	Richland	WA	99352	Demolition	2018
50 Industrial	384	138618	Richland	WA	99352	Demolition	2018
50 Industrial	19,063	210504	Richland	WA	99352	Demolition	2018
50 Industrial	800	206767	Scoville	ID	83415	Demolition	2018
60 Service	945	95685	Scoville	ID	83415	TBD	2018
60 Service	1,434	96035	Scoville	ID	83415	TBD	2018
60 Service	1,271	96050	Scoville	ID	83415	TBD	2018
60 Service	4,998	125735	Scoville	ID	83415	TBD	2018
60 Service	1,811	128144	Scoville	ID	83415	TBD	2018
60 Service	1,243	124314	Upton	NY	11973	Demolition	2018
60 Service	1,820	137886	West Milton	NY	12020	Demolition	2018

Project Name	Project Type (Consolidation, Disposal, Reconfiguration of Existing Space)	Description	Location; City, State	Start Date Projected	Start Date Actual	Completion Date Projected	Completion Date Actual	Space Reduction Planned (SF)	Space Reduction Actual (SF)
Demolish Property No 0355, Office Building	Disposal		Upton, NY	2016				10,213	
Relocate EMCBC Headquarters	Consolidation	Consolidate occupants from two leased buildings to the Federal Building	Cincinnati/ Springdale, OH	2018				2,000	
Demolish Building CF-688, Technical Center	Disposal		Scoville, ID	2018				19,312	

The Deputy Secretary of Energy
Washington, DC 20585

October 13, 2011

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DANIEL B. PONEMAN

SUBJECT: Setting an Average Office Space Standard: 200 SF/Person

On June 10, 2010, the President issued a memorandum, *Disposing of Unneeded Federal Real Estate,* directing civilian agencies to eliminate excess real property and meet a goal of $3 billion in real property cost-savings by Fiscal Year 2012. In response, the Department of Energy prepared a *Real Property Cost Savings and Innovation Plan* identifying real property cost avoidance initiatives, including consolidation of activities and space optimization.

This memorandum establishes an office space allocation standard towards more efficient space utilization for the Department. The standard will be an average of 200 square feet of usable area per person[1] and will be applicable for all Federal employees and their support contractors. All space assignments must be consistent with applicable Collective Bargaining Agreements and the Americans with Disabilities Act. (This Standard does not apply to Management and Operating [M&O] contractors or their support contracts. M&O contractors are expected to manage to their own site-specific space standards.)

Effective immediately, each organizational entity will strive to achieve this office space standard. I have asked the Office of Management to update DOE Order 430.1B, *Real Property Asset Management,* with these requirements and report progress during the Associate Deputy Secretary's bi-monthly Performance Management Reviews. Implementation of this office space standard enables the Department to achieve not only the President's real property cost-savings goals, but also demonstrates our leadership in sustainability, greenhouse gas reduction, and energy conservation.

If you have any questions, please contact Ms. Ingrid Kolb, Director, Office of Management at (202) 586-2550, or Mr. Paul Bosco at (202) 586-3524.

Sunset Date: This memorandum will expire upon codification within DOE Order 430.1B anticipated by May 1, 2012.

[1] See: ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement

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OTHER INFORMATION (Unaudited)

Freeze the Footprint

In FY 2014, OMB Circular A-136, Financial Reporting Requirements, requires the Department to report on progress made implementing the "Freeze the Footprint" policy in FY 2014. Specifically, all CFO Act departments and agencies shall not increase the total square footage of their domestic office and warehouse inventory compared to a FY 2012 baseline.

Between its initial FY 2012 baseline and its FY 2013 inventory of memorandum-subject assets, both determined by GSA, the Department's memorandum-subject building area dispositions and reports of excess to GSA exceeded its acquisitions in FY 2013 by 10,546 square feet. Concurrently, operating costs associated with memorandum-subject assets fell by $34.6 million. The Department plans to continue reporting excess assets to GSA as appropriate and disposing of its unneeded space.

Freeze the Footprint Baseline Comparison		
FY 2012 Baseline	FY 2013 Square Footage	Change (Baseline - FY 2013)
35,733,813 SF	35,723,267 SF	(10,546) SF

DOE Owned and Leased Operating Costs (in Millions)			
	FY 2012 Reported Cost	FY 2013 Reported Cost	Change (Baseline - FY 2013)
Operation & Maintenance Costs	$468	$434	($34.60)

The above tables are based on final FY 2013 data, as yearend FY 2014 data is not yet available.

FY 2014 Year-end Data Anomaly Checks

1. Estimated Disposition Year = 2014 or a prior fiscal year

2. Excess Indicator = "Yes" and the Status is Operating
    a. Operating, Operational Standby, Operating Pending D&D, Operating Under an Outgrant

3. Excess Indicator = "No" and the Excess Year is equal to 2014 or a prior fiscal year

4. Excess Indicator = "Yes" and Mission Dependency is Mission Critical or Mission Dependent, Not Critical

5. Check for blank inspection dates or dates older than 5 years

6. Excess assets (Excess Indicator = 'Yes') that have a utilization percentage > 0%

7. Actual Maintenance > Replacement Plant Value

8. Actual Maintenance = $0 for active facilities

9. Deferred Maintenance or Repair Needs > Replacement Plant Value

10. Compare numeric values for Operating Cost, Actual Maintenance, Repair Needs, Deferred Maintenance, Gross Sqft, Acreage, RPV, Annual Rent, and property type counts with previous FY year-end values to identify large variances

11. Missing Quantity for OSF's

12. RPV, DM, AM, Repair Needs = null or $.01, $1, $2, $5….
    a. Check will be based on minimal threshold established by OAM
    b. Sites must justify values below minimum threshold

13. Using Organization contains a value other than 8900 DOE and the Outgrant Indicator is equal to "No"

14. Verify Roads (usage codes 1729, 1739, 1749) have Public and Non-Public miles populated and match the primary quantity

15. Hours of Operation: question hours greater than 0 for Shutdown assets
    a. Only verify buildings and trailers for Op Cost allocation

16. GSA Assigned – updated per Rent Bills/Occupants

17. Verify consistent application of energy consuming square footage reporting. Confirm the energy consuming square footage matches the reported gross square footage

Archive Checks

18. Verify that Federal Transfers are transfers between federal agencies
    a. Confirm the recipient field contains the name of the receiving federal agency

19. Check for large negative Net Proceeds and verify all Negotiated Sales. Low sales price and net proceeds for all assets disposed via Sales.

20. Confirm "Other" Dispositions
    a. Trailers converted to personal property for disposition

21. Verify that all assets archived after the end of the fiscal year are for the previous fiscal year and not the current fiscal year. For example, an asset archived on October 15, 2014 is a FY14 disposition and not a FY15 disposition.

Leased Asset Checks

22. Verify Lease Expirations (XP) are not Lease Terminations (TM)

23. For Lease Terminations (TM)
    a. Ensure the termination was not a month to month lease

24. Confirm annual rent values of $0 for Leases is correct

25. Ensure that no expired leases exist in FIMS.

Cool Roof / Sustainability Checks

26. Cool Roof Planned Complete Date cannot contain prior fiscal years.

27. Verify Cool Roof data is populated. Cool Roof Total Roof Projected Area must be populated.

28. Check Total Roof Projected Area - should not equal GSF if No Floors is greater than 1

Population Queries Checks

29. Verify that all FRPC required data elements are 100% populated prior to the year-end snapshot.
    a. Especially for newly added records from the fiscal year-end

30. Right before or after snapshot
    a. Verify that site level operating cost is fully populated for all sites
    b. Site level operating cost must be greater than or equal to the total asset level operating cost input by the Site
    c. If there is a difference between the site level operating cost and the total asset level operating cost, ensure there are assets that have fields available for the allocation process to populate