



Department of Energy

Washington, DC 20585

April 12, 2013

MEMORANDUM FOR DISTRIBUTION

FROM:

CARMELO MELENDEZ
DIRECTOR, OFFICE OF PROPERTY MANAGEMENT AND
SENIOR REAL PROPERTY OFFICER

SUBJECT:

Information Required for Preparing a Plan Responsive to Freeze
the Footprint Guidance

REFERENCE:

Office of Management and Budget Management Procedures
Memorandum (MPM) 2013-02, *Implementation of OMB
Memorandum M-12-12 Section 3: Freeze the Footprint*
[<http://go.usa.gov/T4v4>]

Section 2 of MPM 2013-02 sets May 15, 2013 as the deadline for agencies to submit plans that will provide data on assets with predominant office or warehouse usage that the Department has or plans to dispose or take beneficial occupancy of between fiscal years (FY) 2013 and 2015.

Based on direction from the Office of Management and Budget (OMB) and the Department's Chief Operating Officers Board, I request programs and support offices that manage real property to complete and submit the following materials to me by May 3, 2013:

1. A memorandum following the format of the attached template that -
 - a. Attests that the program or support office has or expects to have funding to complete dispositions of DOE owned and leased, GSA owned and leased, or permitted office or warehouse assets with estimated disposition years between FY 2013 and FY 2015 identified in the Department's real property system of record, the Facilities Information Management System (FIMS).
 - i. For DOE owned assets, disposition means demolition, sale, or some other conveyance but does not mean transferring an asset to another Department program or support office or outgranting an asset to an external entity.
 - ii. For DOE leased, GSA owned and leased, or permitted assets,



disposition means the Department vacates the space it previously occupied and terminates, cancels, or allows to expire, the lease or agreement;

- b. Lists sites included in FIMS where the program has real property assets but *does not* anticipate taking beneficial occupancy of any constructed, placed, or expanded office or warehouse assets between FY 2013 and FY 2015.
 - c. Describes any policies or practices specific to the program or support office that successfully obviated the need to construct or otherwise obtain new office or warehouse building area and that the program or support office intends to continue to employ; and,
 - d. Cites specific examples, including relevant FIMS sequence numbers (real property unique IDs), where such policies or practices led to increased utilization of office or warehouse space.
2. The attached information collection template for each site the program or support office has in FIMS. Through the template, programs and site offices will provide:
- a. Details requested by OMB for each office or warehouse asset or expansion of which the Department will take beneficial occupancy between fiscal years 2013 and 2015 (See MPM 2013-02 Section 2(a)(i)); and,
 - b. Critical data in support of goals in Executive Order 13514 and the Department's Strategic Plan.

My office will provide additional guidance to programs and support offices that manage real property but do not use FIMS.

Questions related to this guidance may be addressed to Monja Vadnais at (202) 586-6199 or monja.vadnais@hq.doe.gov.

Attachments

- Template (MS-Word) for attachment to the response memorandum
- Template (MS-Excel) for anticipated memorandum-subject space acquisition

Distribution:

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