




The Deputy Secretary of Energy

Washington, DC 20585

November 29, 2016

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ELIZABETH SHERWOOD-RANDALL 

SUBJECT: Department of Energy Real Property Efficiency Plan
Implementation for Fiscal Year (FY) 2017 – FY 2021: Annual Update

The Department of Energy's Real Property Efficiency Plan outlines the Department's strategies for executing the National Strategy for the Efficient Use of Real Property¹ and the Office of Management and Budget's "Reduce the Footprint" policy requiring agencies to:

- Establish annual square foot reduction targets for federal domestic buildings, and
- Adopt space design standards to optimize federal domestic office space usage.

This year's Plan builds on the Department's FY 2016 – FY 2020 Plan to specify targets and actions within the Department's Asset Management Framework consistent with the Department's current mission requirements, priorities, and funding levels. To achieve these targets, I hereby direct Departmental organizations with real property holdings to take planning, budgeting, and management actions necessary to implement this plan with the long-term goal of achieving an appropriately sized real property portfolio aligned to efficiently support mission execution.

In executing this plan, the Senior Real Property Officer and the Chief Financial Officer, in consultation with program offices, will provide appropriate implementation guidance and modify the Departmental real property inventory, financial management, and accounting systems to track planned and completed projects and costs that impact "Reduce the Footprint" performance. Further, the Chief Sustainability Officer will review the Department's progress towards meeting the metering requirements of the National Energy Conservation Policy Act² and recommend practical strategies for improving compliance.

This plan is effective immediately and will be updated annually. The Office of Management's Office of Asset Management and the Office of the Chief Financial Officer will work with your organizations to facilitate its implementation and will implement necessary changes in future updates of DOE Order 430.1, *Real Property and Asset Management*, and other applicable directives.

Attachments

¹ National Strategy for the Efficient Use of Real Property 2015-2020, *Reducing the Federal Portfolio through Improved Space Utilization, Consolidation, and Disposal*, Office of Management and Budget, Spring 2015

² 42 USC § 8253

