



United States Department of the Interior

OFFICE OF THE ASSISTANT SECRETARY
POLICY, MANAGEMENT AND BUDGET
Washington, DC 20240



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Memorandum

To: Heads of Bureaus and Offices

From: Pamela K. Haze 
Deputy Assistant Secretary- Budget, Finance, Performance and Acquisition

Lori Faeth 
Deputy Assistant Secretary- Policy and International Affairs

Subject: Department of the Interior Sustainable Building Assessment and Compliance Strategy, Phase One, **Due: November 30, 2013**

The Department of the Interior's (Department) Sustainability Council has developed a strategy to demonstrate progress toward meeting Federal sustainable building requirements. To implement this strategy, bureaus and offices are requested to identify, assess, and document compliance with Federal sustainable building requirements at buildings within the Department's sustainable building inventory that have a minimal environmental impact. The sustainable building inventory includes buildings larger than 5,000 gross square feet (gsf). Results of the assessments will be reported in the Sustainability Code field in the Financial and Business Management System (FBMS), or for the Bureau of Reclamation, the Federal Real Property Profile (FRPP).

Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, as supplemented by EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, requires Federal agencies to achieve compliance with the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* (Guiding Principles) in 15 percent of existing buildings and direct leases greater than 5,000 gsf by FY 2015. For a building to claim compliance with the Guiding Principles, 100 percent of the requirements must be met. According to the FY 2012 FRPP, the Department has 3,870 buildings that are larger than 5,000 gsf. To meet the 15 percent target, 580 buildings must achieve 100 percent compliance with the Guiding Principles. Currently, only 1.85 percent of buildings greater than 5,000 gsf meet the Guiding Principles. The Department is committed to "achieving a green status on the OMB Sustainability/Energy Scorecard" by demonstrating progress towards the sustainable buildings goal.

The Sustainability Council has developed a two- phase strategy towards demonstrating progress in achieving the sustainable building goal. This memo focuses on Phase One of the two-phased strategy.

Phase One: Identify, assess, document and report assessment results for buildings within the sustainable building inventory with minimal environmental impact.

The Department's sustainable building inventory includes many buildings that have minimal environmental impact as they are unoccupied, have minimal or no energy and water use, and provide little opportunity for environmental improvement or cost savings. These buildings can generally be considered sustainable (i.e., meeting the requirements of all applicable Guiding Principles) with minor or no modifications. The Department's Sustainable Buildings Technical Workgroup developed the *As Sustainable as Possible (ASAP) Assessment Flow Chart* (attachment 1) to provide a consistent approach to assessing and documenting compliance with the Guiding Principles at minimal environmental impact buildings. Buildings that meet certain criteria, including unoccupied buildings and those with no or minimal energy and water use or ventilation requirements, may be identified as buildings that are ASAP and counted in the FBMS/FRPP as having met the Guiding Principles.

Guidance for As Sustainable as Possible (ASAP) Assessments (attachment 2) provides step-by-step instructions for identifying potential ASAP buildings within your bureau or office's sustainable building inventory, conducting assessments, and documenting and reporting results. The guidance is a framework and bureaus may add additional requirements and steps to meet their organizational needs. The Department requires, at a minimum, that bureaus and offices maintain a copy of the ASAP Flow Chart signed by the facility manager, for each building that they assess. The ASAP Flow Charts are not required to be submitted to the Department at this time; however, they may be requested in the future as part of an internal control program. Bureaus may maintain additional records substantiating results of the assessments as they deem necessary.

The Department requests that bureaus and offices assess 90 percent of their minimal impact buildings by **November 30, 2013**, and the results input into FBMS or for BOR, the FY 2013 FRPP.

Phase Two 2: Identify, assess, document and report assessment results at more complex, priority existing buildings and direct leases within the sustainable building inventory.

Many bureaus and offices within the Department are striving to assess, renovate and improve operations of existing buildings to achieve compliance with the Guiding Principles and to meet related energy, water, and greenhouse gas reductions. However, significant time and capital resources are often required to bring existing buildings, especially occupied offices, into compliance. Bureaus and offices should continue to focus their efforts to bring more complex existing owned buildings and direct leases into compliance. When renewing a direct lease, bureaus and offices should work with the lessor to incorporate as many of the Guiding Principles as possible, or select sustainable buildings, when initiating a new lease. The Department's Sustainability Council is in the process of developing flowcharts to map the compliance path for medium-to-complex buildings for each Guiding Principle. These tools will provide guidance tailored to the significance of each building's environmental impact. The Department's goal is to complete and make available these detailed Guiding Principles flowcharts by the end of FY 2013.

Bureaus and offices are reminded that EO 13423 and EO 13514 require that all new building construction and major renovations meet the Guiding Principles for new construction.

For information on sustainable building goals, the Guiding Principles and the Sustainability Council Sustainable Buildings Technical Workgroup, please visit the Sustainable Buildings SharePoint site at: https://portal.doi.net/programs/ems/Pages/sustainable_buildings.aspx.

If you have questions regarding this memo or the phase 1 assessments, please contact your respective bureau/office Sustainable Buildings Technical Workgroup representative listed in the table below. For other questions, please contact Willie Taylor at (202) 208-3891, or Willie_Taylor@ios.doi.gov, or have your staff contact Kathleen Bartholomew at (202) 208-3901, or Kathleen_Bartholomew@ios.doi.gov.

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Attachments (3)

cc: Bureau and Office Senior Sustainability Officers
Sustainability Council Implementation Committee Members
Sustainable Buildings Technical Workgroup Members