

Programs Requirements and Deliverables for the Bureaus/Offices

Space Management Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Exhibit 54 Budget Justification	Varies each year, date set by OMB and DOI Budget Office 10th of January, April, July, and	Spreadsheets sent via email	DOI Budget Office guidance, annually updated for all fixed costs
Quarterly Lease Report	October	FBMS	GSA Delegated Leasing Policy
5-Year Space Management Plan	September 15th	None	Space Management Policy DM 425 Chapter 5

Housing Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
None			

McKinney-Vento Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Title V Checklist	Varies, as completed	None	McKinney-Vento Homeless Assistance Act
Quarterly Title V Checklists	20th of January, April, July and October	Spreadsheets via email	McKinney-Vento Homeless Assistance Act

Randolph-Sheppard Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Randolph-Sheppard Act	January 10th	None	DoEd

Personal Property Furnished to a Non-Federal Recipient - Report Control No. 0154-GSA-AN

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
GSA	15-Oct	Electronic Report	FMR 102-36.295 and FMR 102-36.300

Exchange/Sale Report Control No. 1528-GSA-AN

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
GSA	1-Dec	Electronic Report	41 CFR FMR 102-39.75

Bureau/Office Annual Property Inventory Certification

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
DOI	31-Oct	Letter	IPMD 114-60.304

Foreign Gifts and Decorations Report

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
State Department	15-Oct	Email Response	Public Law 95-105

Gifts Given to Foreign Individuals - Report Control No. 035-DOS-AN

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>

Management Control Report - Property

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
DOI	15-Jun	Letter	

Annual Property Management Review Schedule

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
DOI	15-Jan	Letter	

Interior Museum Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Museum Property Management Summary Report	Dec. 31st	Formal data call memo sent via email asking for a narrative report; also spreadsheets sent with the memo	411 DM

Energy Management Program

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
FBMS Energy Consumption and Costs	Monthly	FBMS	752 DM 1
Presidential Performance Contracting Challenge	10th of each month	Excel Spreadsheet	752 DM 1
Federal Energy and Water Management Award Nominations	3rd Week of April	Narrative uploaded to DOE FEMP Energy Awards website	Presidential Memorandum on Performance Contracting - Dec. 2. 2011 752 DM 1
Energy Independence and Security Act (EISA) Covered Facilities Energy and Water Evaluations	2nd Week of June	Excel Spreadsheet or direct input into FEMP Compliance Tracking System	752 DM 1 EISA 2007, P.L. 110-140, Sec. 432
EISA Covered Facilities Implemented Projects	Semi-Annually at the end of Qtr - Jun/Dec or Mar/Sep	Excel Spreadsheet or direct input into FEMP Compliance Tracking System	752 DM 1 EISA 2007, P.L. 110-140, Sec. 432
Annual Energy Management Narrative Report	2nd Week in October	Narrative - Word Document	752 DM 1
Annual Greenhouse Gas and Sustainability Data Report	1st Week in December	DOE Federal Energy Management Program (FEMP) Excel Workbook uploaded to DOI Sustainability SharePoint site	National Energy Conservation Policy Act, P.L. 95-619, as amended, Sec. 548(a) 752 DM 1 National Energy Conservation Policy Act, P.L. 95-619, as amended, Sec. 548(a) E.O. 13514
EISA Covered Facilities Benchmarked Buildings	31-Dec	Energy Star Portfolio Manager website	752 DM 1 EISA 2007, P.L. 110-140, Sec. 432

Real Property

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Uniform Relocation Act Annual Report	2nd Week of November	FHWA Form - Excel Spreadsheet	205 DM 10 Moving Ahead for Progress in the 21st Century (MAP 21). P.L. 112-141. Sec. 1521

Capital Planning and Investment Control

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Five Year Deferred Mtce/Cap. Imp. Plan	Multiple Dates listed in Attach. G	Spreadsheets and OMB MAX e-CPIC, Quarterly Status Memo, and Quarterly	Attachment G and Budget Policy
Quarterly Status Report for Major Projects	3 Weeks after end of each Quarter	Telecon	OMB Circular A-11 Capital Programming Guide and CPIC Guide

Freeze the Footprint

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Freeze the Footprint Status and Strategic Plan	Annually, 120 Days After FRPP Submission	Narrative and Spreadsheets	OMB Memo M-12-12 and 2013-02

Value Analysis

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Value Analysis Annual Action Plan		1-Oct Template	369 DM 1
Value Analysis Annual Accomplishment Report		15-Dec Template	369 DM 1

Asset Management

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Disposals of Excess Real Property	TBD	Spreadsheets	OMB Real Property Strategy
Real Property Data Quality Corrective Action Plans	Quarterly Updates	Template	Policy Memo of 29AUG2014
Benchmarking and Personnel Counts	TBD	FBMS/MyAccount	OMB Real Property Strategy
Deferred Maintenance Financial Reporting	Quarterly	Report to PFM	SFFAS 6/42 and DOI Guidance

Federal Real Property Profile

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Real Property data collection for Department Asset inventory	November 15th of each year	GSA's Federal Real Property Profile (FRPP) data system - XML schema from FBMS to FRPP	EO 13327 - OMB Real Property Strategy

Fleet

<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Annual Motor Vehicle Report	November 15 of Each Year	Federal Automotive Statistical Tool (FAST)	Statutory Mandate

Vehicle Allocation Methodology	Feb/March of Each Year	FAST	Presidential Memo - May 2011
Report of Alternative Fuel Stations	June 21 of Each Year	FAST	Energy Independence and Security Act of 2007
Report of Agency Executive Vehicles	December 15 of Each Year	FAST/DOI Website	Presidential Memo - May 2011
Alternative Fuel Vehicle Waiver Request	June 21 of Each Year	FAST	Energy Policy of 2005
Annual Greenhouse Gas and Sustainability Data Report - Goal 3 (FAST Vehicles)	1st Week in December	DOE Federal Energy Management Program (FEMP) Excel Workbook uploaded to DOI Sustainability SharePoint site	752 DM 1 National Energy Conservation Policy Act, P.L. 95-619, as amended, Sec. 548(a) E.O. 13514
Annual Fleet Budget Data	Preliminary report - Feb/March to accompany the VAM submission; Final submission due in August with Agency Budget	FAST	OMB A-11
Annual Updates to DOI/Bureau Fleet Management Plans	Feb/March of Each Year (Reported with the VAM and SSPP)	FAST	Presidential Memo - May 2011