

<b>Assessments, Scorecards, and Surveys</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
OMB Scorecard (Program Managers only)	January and July - 2nd Week	Template - Word Document Narrative - Word Document	OMB
Organizational Assessment	August - 1st week	OA Form on SharePoint - Excel Spreadsheet	EO 13423 and EO 13514
Sustainability Council Survey	January 4th Week	SharePoint	SSAG Memorandum
<b>Asset Management</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / 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	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
<b>Awards</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
Environmental Achievement Awards	July - 4th week	SharePoint	EO 13423
GreenGov Presidential Awards	TBD	TBD	CEQ
<b>Acquisition</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
Green Purchasing	Semi-annually: January and June	Template - Excel spreadsheet	EO 13514
<b>Capital Planning and Investment Control</b>			
<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	Attachment G and Budget Policy
Quarterly Status Report for Major Projects	Quarterly - 3 Weeks after end of each Quarter	e-CPIC, Quarterly Status Memo, and Quarterly Telecon	OMB Circular A-11 Capital Programming Guide and CPIC Guide
<b>Compliance</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
Environmental Auditing and Compliance	August - 4th week	SharePoint	515 DM 2, 515 DM 4, & 518 DM 2
<b>Electronic Stewardship</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
Electronic Stewardship Implementation Plan (ESIP) Executive Summary	August - 1st week	Narrative - ESIP Template Word Document	ESIP Attachment 5
<b>Energy Management Program</b>			
<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	Monthly -10th of each month	Excel Spreadsheet	752 DM 1  Presidential Memorandum on Performance Contracting - Dec 2, 2011
Federal Energy and Water Management Award Nominations	April - 3rd Week	Narrative uploaded to DOE FEMP Energy Awards website	752 DM 1
Energy Independence and Security Act (EISA) Covered Facilities Energy and Water Evaluations	June - 2nd Week	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	October - 2nd Week	Narrative - Word Document	752 DM 1  National Energy Conservation Policy Act, P.L. 95-619, as amended, Sec. 548(a)
Annual Greenhouse Gas and Sustainability Data Report	December -1st Week	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
EISA Covered Facilities Benchmarked Buildings	December 31st	Energy Star Portfolio Manager website	752 DM 1  EISA 2007, P.L. 110-140, Sec. 432
<b>Environmental Management Systems</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>Format / System Used</i>	<i>Policy Requiring</i>
Environmental Management System Progress Report	Semi-annually: January and July - 4th week	FedCenter	EO 13423 & EO 13514
<b>Federal Real Property Profile</b>			

<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	GSA's Federal Real Property Profile (FRPP) data system - XML schema from FBMS to FRPP	EO 13327 - OMB Real Property Strategy
<b>Fleet</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Annual Motor Vehicle Report	November 15th	Federal Automotive Statistical Tool (FAST)	Statutory Mandate
Vehicle Allocation Methodology	Feb and March	FAST	Presidential Memo - May 2011
Report of Alternative Fuel Stations	June 21st	FAST	Energy Independence and Security Act of 2007
Report of Agency Executive Vehicles	December 15th	FAST/DOI Website	Presidential Memo - May 2011
Alternative Fuel Vehicle Waiver Request	June 21st	FAST	Energy Policy of 2005
Annual Greenhouse Gas and Sustainability Data Report - Goal 3 (FAST Vehicles)	December - 1st week	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	Feb and March - (Preliminary report to accompany the VAM submission) August - Final submission due with Agency Budget	FAST	OMB A-11
Annual Updates to DOI/Bureau Fleet Management Plans	Feb and March (Reported with the VAM and SSPP)	FAST	Presidential Memo - May 2011
<b>Freeze the Footprint</b>			
<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
<b>Greenhouse Gas Scope 3</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Commuter Survey	October - 4th week	GSA	EO 13514
<b>Solid Waste</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Solid Waste and Chemical Management Report	February - 2nd week	DOI Website	OMB and EO 13514
<b>Space Management Program</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Quarterly Lease Report	January, April, July, and October - on the 10th	FBMS	GSA Delegated Leasing Policy
<b>Sustainability</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Strategic Sustainability Performance Plan	June - 4th week	Template - OMB MAX / CEO	EO 13514
<b>Real Property</b>			
<i>Deliverable Requirement</i>	<i>Date Required</i>	<i>System Used</i>	<i>Policy Requiring</i>
Uniform Relocation Act Annual Report	November - 2nd week	FHWA Form - Excel Spreadsheet	205 DM 10  Moving Ahead for Progress in the 21st Century (MAP 21), P.L. 112-141, Sec. 1521