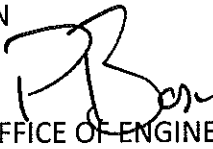




The Under Secretary of Energy
Washington, DC 20585

DEC 27 2010

MEMORANDUM FOR DISTRIBUTION

FROM: PAUL BOSCO 
DIRECTOR, OFFICE OF ENGINEERING AND
CONSTRUCTION MANAGEMENT

SUBJECT: FY 2011-2021 Ten Year Site Plan Preparation

REFERENCE: (1) DOE O 430.1B, Real Property Asset Management
(2) DOE O 430.2B, Departmental Energy, Renewable Energy and
Transportation Management

The Department of Energy (DOE) requires all Program Offices to submit an annual update of the Ten Year Site Plan (TYSP) for each major site. The TYSP identifies the site's annual and strategic program requirements and priorities, and links these to real property asset requirements. The Ten Year Site Plan is intended for DOE use and should not include procurement sensitive information. The Attachment reiterates TYSP requirements and suggests model formats.

Program accepted TYSP updates should be forwarded to my office in an electronic format by June 30, 2011. The Office of Engineering and Construction Management point of contact for this matter is Cindy Hunt. She may be reached at 202-586-4539.

Attachment

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Attachment

Ten Year Site Plan Requirements and Suggested Formats

This document provides an acceptable means for complying with the Ten Year Site Plan requirements of DOE Order 430.1B, *Real Property Asset Management (RPAM)*. Alternate methods that satisfy the requirement of the Order are also acceptable. The requirements of the Order are annotated in the following outline.

Templates A, C, and D will be available for download from the FIMS informational website (<http://fimsinfo.doe.gov>). Three FIMS reports have been developed that will generate the data extracts for the templates. These reports will be available by choosing Reports and then clicking on the TYSP link.

General Requirements

- Each Ten Year Site Plan (TYSP) should:
 - Include information spanning the prior fiscal year (FY) and the subsequent ten FYs. [4.a.3.d]
 - Be responsive to Lead Program Secretarial Office (LPSO), Cognizant Secretarial Office (CSO), and Program Secretarial Office (PSO) annual program direction and guidance for mission projections and fiscal projections. [4.a.3.d]
 - For single program sites, include a signature sheet indicating LPSO acceptance.
 - For multi-program sites, the signature sheet should also indicate CSOs'/PSOs' concurrence.
 - Be submitted as directed by the LPSOs/CSOs/PSOs and in alignment with the PPBES cycle. [4.a.4]
- Program guidance should:
 - Include a comprehensive listing of Missions and Core Capabilities with definitions. Index the listing for use in Site Facilities and Infrastructure Investment project list(s).
 - Include a comprehensive listing of Funding Sources. Index the listing for use in Site Facilities and Infrastructure Investment project list(s).
 - Standardize real property performance reporting against Department and program performance measures.

Site Overview

- Provide a concise, executive-level summary demonstrating the alignment of real property assets with mission, core capabilities, and program requirements. [4.a.3] Identify:
 - current situation,
 - significant changes anticipated, and
 - expected or potential capability gaps.

Site Facilities and Infrastructure Planning Requirements, Assumptions and Targets

- Provide a brief overview of the site's location and a site map.
- Identify the site strategy for meeting performance targets within the Program's budgetary and out-year fiscal projections. [4.a.3.a]
- Identify the process for completing site utilization surveys while highlighting site space planning principles and space planning criteria.

Real Property Asset Management

- Provide past and projected outcomes [4.a.3.e] for:
 - Department and program-specific real property asset performance measures, and
 - budget authority against actual expenditures.
- The use of Templates A and B is recommended. Electronic submission of this data should be in MS Excel format.
 - Completed templates should reflect FY10 FIMS Snapshot data and prior year actual data.
- Highlight operations, maintenance and deferred maintenance reduction strategies that result in improved energy and water use efficiency.
- Identify plans for real property asset projects and activities required [4.a] including:
 - condition assessments
 - planned acquisitions
 - planned real estate actions
 - space utilization and consolidation studies
 - maintenance and recapitalization
 - elimination of excess property projects and activities
 - long term stewardship practices, and
 - plans to address unique site issues.

Site Facilities and Infrastructure Investment

- Identify the resource requirements associated with TYSP implementation consistent with, and to support development of, the Integrated Facilities and Infrastructure (IFI) budget crosscut. [4.a.2.a]
- List all construction projects, approved, proposed, or envisioned. At a minimum, the format should include: project name, project number, mission and/or core competency from Program guidance, added or eliminated GSF, funding type, funding year, and anticipated Beneficial Occupancy Date. Electronic submission of this data should be in MS Excel format.
- Identify plans for eliminating lease arrangements that are not cost effective as well as plans for retaining existing leases or acquiring new leases. The use of Template C is recommended. Electronic submission of this data should be in MS Excel format.
- Identify the specific new and existing owned assets planned to meet the Site Executable/Sustainability Plan Guiding Principle goals for 2015. Use of Template D is requested by of the Sustainability Performance Office to satisfy related requirements.

Site Sustainability and Resource Conservation

- Explain how site planning for real property assets abides by DOE P 430.1, *Land and Facility Use Planning* dated 7-9-96. [4.a.1]
- Incorporate planning and management of historic property preservation pursuant to EO 13327, *Federal Real Property Asset Management*. [DOE 450.1A. 5.f.3]
- Incorporate regional and local integrated planning principles pursuant to EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*.
- Project site energy consumption and generation. Use of Template E is requested by the Sustainability Performance Office to satisfy the requirement.

Template A - FY10 Owned Infrastructure Data Snapshot

Replacement Plant Value (\$M)				
Total Deferred Maintenance (\$M)				
Site-Wide ACI				
			# Assets	GSF for B&T (000s)
Asset Condition Index	MC			
	MD			
	NMD			
Asset Utilization Index	Office			
	Hospital			
	Warehouse			
	Laboratory			
	Housing			

MC = Mission Critical, MD = Mission Dependent, NMD = Non-Mission Dependent

Template B - Projected Facilities and Infrastructure Investment Impact to Asset Condition Index – Sample Data included for Demonstration Purposes ONLY

	2010 Planned ¹	2010 Actual	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Maintenance (\$M)	12.8	13.2	13.2	13.6	14.6	14.6	15.0	15.3	17.7	18.0	19.0	19.5	19.5
Deferred Maintenance Reduction ²	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Excess Facility Disposition	0.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5	.5
IGPP	8.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0
GPP	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Line Items	0	0	0	0	0	5	15	45	35	0	0	0	0
Total Investment	28.3	30.7	30.7	31.1	32.1	37.1	47.5	77.8	72.2	37.5	38.5	39.0	39.0
Estimated RPV			658	679	728	732	749	766	883	900	950	975	975
Estimated DM			50	45	45	32	30	32	32	32	32	30	30
Site-Wide ACI			0.92	0.93	0.94	0.96	0.96	0.96	0.96	0.96	0.97	0.97	0.97

¹ Enter planned amount from FY10 IFI Crosscut Budget. Values should be supported by FY10 Congressional Budget Request.

² This line is for those sites that have a focused Deferred Maintenance Reduction program (DMR) to help reduce DM to acceptable levels based on the Asset Condition Index (e.g. 0.975 for Mission Critical facilities). This line does not include DMR resulting from line items, GPP, IGPP, excess facility disposition or normal maintenance.

Template C - Leased Facility Data Summary

PSO

Field Office

Site

[illegible]

² Download FIMS Data to populate data for existing leases

² Use Site Planning data to populate data for future actions

Template D - Plan to Meet Guiding Principles in DOE-Owned, DOE-Leased, and Contractor-Leased Buildings

		# of Buildings ¹		Total Area of Buildings ¹ (GSF)						
Site Building Area as of FY2010 FIMS Snapshot										
Site Building Area Meeting Guiding Principles as of FY2010 FIMS Snapshot										
2015 Projected Site Building Area										
Building Number ³	FY 11 ²		FY 12 ²		FY 13 ²		FY 14 ²		FY 15 ²	
	Building	GSF	Building	GSF	Building	GSF	Building	GSF	Building	GSF
Buildings Meeting Guiding Principles In Year										
Cumulative Total Buildings Meeting Guiding Principles										
¹ Includes buildings > 5000 GSF and included in projected 2015 inventory. ² Supporting projects should be identified in the IFI and/or Sustainability budget crosscut. ³ Identify each existing building using its FIMS Property ID. If the building has not yet reached beneficial occupancy, enter "TBD" in the "Building Number" column and enter the building GSF in the "GSF" column.										

Template E - Projected Site Energy Consumption and Generation

Fiscal Year	Site Energy Consumption (Mbtu/Year)	Site Renewable Energy Generation (Mbtu/Year)
2011		
2012		
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		
2021		