



Department of Energy
Washington, DC 20585

December 17, 2012

MEMORANDUM FOR DISTRIBUTION

FROM:

CARMELO MELENDEZ
SENIOR REAL PROPERTY OFFICER

SUBJECT:

FY 2013-2023 Ten Year Site Plan Preparation

REFERENCE:

- (1) DOE O 430.1B, Real Property Asset Management
- (2) DOE P 141.1, Department of Energy Management of Cultural Resources

The Department of Energy (DOE) requires Lead Program Secretarial Offices and Cognizant Secretarial Offices to submit an annual update of the Ten Year Site Plan (TYSP) for each non closure site and a disposition plan for each closure site. The TYSP identifies the site's annual and strategic program requirements and priorities, and links these to real property asset requirements. Content requirements of the TYSP are provided in reference (1), primarily in paragraphs 4.a, 4.b, and 5.f, and Attachment 2. The Ten Year Site Plan is intended for DOE use and should not include procurement sensitive information.

Program guidance and site plans should consider the applicable responsibilities of reference (2) and the following Departmental planning priorities:

- Prioritize scientific facilities to ensure optimal benefit from Federal investments based on (1) the ability of the facility to contribute to world-leading science, (2) the readiness of the facility for construction, and (3) an estimated construction and operations cost of the facility. [Source: Department of Energy FY2014 budget submission to Office of Management and Budget]
- Reduce the Department's Cold War legacy environmental footprint. [Source: Department of Energy Strategic Plan Update, 2012 GPRA Addendum]
- Contain growth of the Department's real property footprint through disposals, consolidations, and co-locations to constrain and reduce real property spending. [Source: Element 2.1.2, Department of Energy, Three Year Rolling Timeline Implementing the Goals and Objectives of DOE's Asset Management Plan]



The Facilities Information and Management Information System (FIMS) offers standard reports suitable for inclusion in a TYSP. TYSP audiences without access to FIMS benefit from the context this information provides.

The TYSPs are to be signed by the Federal Site Manager for the Lead Program Secretarial Office, and include the Cognizant Secretarial Office or Program Secretarial Office concurrence as applicable. Program accepted TYSP updates should be forwarded to my office in an electronic format by June 28, 2013. The Office of Acquisition and Project Management point of contact for this matter is Cindy Hunt. She may be reached at (202) 586-4539.

Distribution:

Deputy Secretary of Energy
Associate Deputy Secretary of Energy
Under Secretary of Energy
Under Secretary for Science
Under Secretary for Nuclear Security and Administrator, National Nuclear Security Administration
Assistant Secretary for Energy Efficiency and Renewable Energy
Assistant Secretary for Environmental Management
Assistant Secretary for Fossil Energy
Assistant Secretary for Nuclear Energy
Director, Office of Science
Director, Office of Health, Safety and Security
Director, Office of Legacy Management
Director, Office of Management

CC:

Joanne Choi, Deputy Chief Financial Officer (Acting)
Michael Lempke, Associate Administrator for Infrastructure and Operations, National Nuclear Security Administration
Marcus Jones, Director, Office of Safety, Security and Infrastructure, Office of Science
Andy Szilagyi, Director, Office of Deactivation and Decommissioning/Facility Engineering, Office Environmental Management
Tracey Bishop, Director, Office of Facilities Management, Office of Nuclear Energy
Paul Bosco, Director, Office of Acquisition and Project Management
Peter O’Konski, Director, Office of Administration, Office of Management
Karen Boardman, Director, Office of the National Training Center, Office of Health, Safety and Security
Josh Silverman, Director, Office of Environmental Policy and Assistance, Office of Health, Safety and Security
Scott Hine, Director, Project Management and Evaluation, Office of Energy Efficiency and Renewable Energy
Jennifer C. MacDonald, Director, Sustainability Performance Office, Office of Energy Efficiency and Renewable Energy
Ray Plieness, Team Leader, Asset Management Team, Office of Legacy Management
Greg Collette, Acting Assistant Manager, Office of Information and Business Management Systems, Office of Energy Efficiency and Renewable Energy
Adam Wargo, Office of Fossil Energy
Nate Harvey, Office of Fossil Energy