Department of Energy
Washington, DC 20585

NOV 29 2011

MEMORANDUM FOR DISTRIBUTION

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

SUBJECT: FY 2012-2022 Ten Year Site Plan Preparation

REFERENCE:
(1) DOE O 430.1B, Real Property Asset Management
(2) S-2 Memorandum, *Setting an Average Office Space Standard: 200SF/Person*, dated October 13, 2011

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 attachments clarify TYSP requirements, suggest formats, and provide supporting reference material.

Program accepted TYSP updates should be forwarded to my office in an electronic format by June 29, 2012. My point of contact for TYSP is Cindy Hunt. She may be reached at 202-586-4539.

Attachments

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Attachment 1
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. Attachments 2 and 3 are provided for reference.

Two standard FIMS reports have been updated to extract site data in model format. These reports will be available from FIMS (https://fimsweb.doe.gov/FIMS/login.jsp) in January 2012.

The Office of Engineering and Construction Management intends to review each Program-accepted Ten Year Site Plan (TYSP) for adherence to RPAM requirements and to highlight innovative practices. The evaluation rubric is provided as Attachment 4.

General Requirements

- Each Ten Year Site Plan 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. [5.e.5]
    - For multi-program sites, the signature sheet should also indicate CSOs'/PSOs' concurrence. [5.f]
  - Be submitted as directed by the LPSOs/CSOs/PSOs and in alignment with the Planning, Programming, Budgeting, and Evaluation System cycle. [4.a.4]
  - Reflect FY11 FIMS Snapshot data and prior year actual data. [4.a.2.c]

- 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 Programs and other sources of funding. 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. Include additional Program-specific real property performance metrics, as appropriate.
- (OPTIONAL) Identify the management approvals needed before a construction project is identified in the TYSP.

<u>Specific Requirements</u>

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, including new missions,
  - expected or potential capability gaps, and
  - changes from the previous year's TYSP.
- Provide a brief overview of the site's location, a site location map, and a site map or diagram suitable for public release.

Site Facilities and Infrastructure Planning Requirements, Assumptions and Targets

- Provide a web link to the site's land use plan. [4.b.3)]
- Identify the site strategy for meeting missions and performance outcomes within the Program's budgetary and out-year fiscal projections. [4.a.3.a]
- Discuss site planning requirements, including:
  - the process for completing site utilization surveys, [4.b.4.b]
  - site space planning principles, [4.a.3.f] and
  - space planning criteria. [Reference 2]

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.

- Use FIMS Standard Report, *FY11 Site Infrastructure Data Snapshot*, to generate FY11 real property asset performance results. The report format is shown in Table 1. [4.a.3.e]
- Identify all funding for real property by source including: DOE funding program, work for others, third party financing, and American Recovery and Reinvestment Act (ARRA). Both Table 2a and Table 2b provide model approaches. Either may be used.
- Table 3 may be used to display projected impact of actual and planned expenditures on asset condition and footprint. [4.a.3.e]
- Identify plans for real property asset projects and activities required [4.a] including:
    - condition assessments
    - planned acquisitions
    - planned real estate actions
    - maintenance and recapitalization
    - elimination of excess property projects and activities
    - long term stewardship practices, and
    - plans to address unique site issues.
- Identify plans for eliminating lease arrangements that are not cost effective as well as plans for retaining existing leases or acquiring new leases. [4.a.3.b]
    - FIMS Standard Report, *Existing and Planned Leases for Buildings and Trailers*, is available to generate a suitable format pre-populated with existing lease data. Planned actions for existing or new leases must be site populated. The report format is shown in Table 4.
- Highlight operations, maintenance and deferred maintenance reduction strategies that result in improved energy and water use efficiency.

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]
- Identify real property related projects accomplished using ARRA funds (last report). [4.c.4]
- Present construction projects in a manner that demonstrates alignment with site mission/core capability and how the project fulfills a mission readiness gap. At a minimum, the format should include: project name, project number, mission and/or core competency from Program guidance, added or eliminated gross square footage, funding type, funding year, and anticipated Beneficial Occupancy Date. [4.c.4]

Site Sustainability and Resource Conservation

- Address management and preservation of historic properties pursuant to Executive Order 13287, *Preserve America*.
- (OPTIONAL) Provide *a status summary of the goals currently contained in the latest addition of the* Site Sustainability Plan.

Table 1 - FY11 Owned Infrastructure Data Snapshot

FY11 Site Infrastructure Data Snapshot

Program

Field Office

Site

Year

Total Bldg, Trailer, and OSF RPV($)(Less 3000 Series OSF's)							
Total OSF 3000 Series RPV($)							
Total RPV($)							
Total Deferred Maintenance($)							
Total Owned Acreage							
Total Leased Acreage							
Site-Wide ACI(B, S, T)							
			#Buidling Assets	**#Trailer Assets**	**#OSF Assets**	**#GSF(Bldg)**	**#GSF(Trailer)**
Asset Condition Index (B, S, T) [1]	**Mission Critical**						
	Mission Dependent						
	Not Mission Dependent						
			#Building Assets	**#Trailer Assets**		**GSF(Bldg)**	**#GSF(Trailer)**
Asset Utilization Index (B,T) [2,3]	**Office**						
	Warehouse						
	Laboratory						
	Hospital						
	Housing						

B=Building; S=Structure; T=Trailers

[1] *Criteria includes DOE Owned Buildings, Trailers, and OSF's(excludes series 3000 OSF's)*

[2] *Criteria includes DOE Owned Buildings and Trailers.*

[3] *Only includes assets with usage codes that fall into these 5 FRPC categories. Other usage types are not included.*

Table 2a – FY2011 Funding by Source ***(Cost Data in $M):*** Sample Data included for Demonstration Purposes ONLY

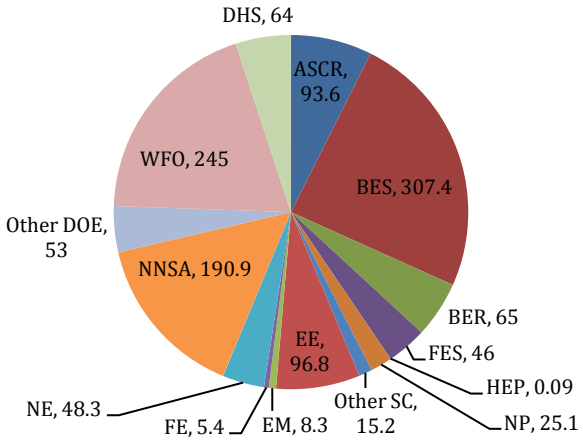

Table 2b – FY2011 Funding by Source ***(Cost Data in $M):*** Sample Data included for Demonstration Purposes ONLY

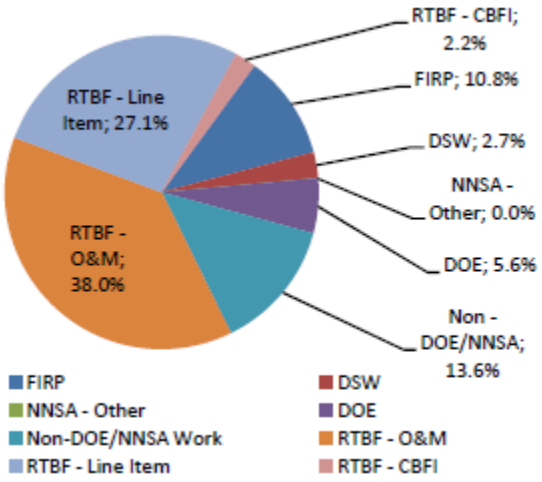

Table 3 - Projected Facilities and Infrastructure Investment Impact to Asset Condition Index – Sample Data included for Demonstration Purposes ONLY

	2011 Planned[1]	2011 Actual	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Maintenance ($M)	12.8	13.2	13.2	13.6	14.6	14.6	15	15.3	17.7	18	19	19.5	19.5
Deferred Maintenance Reduction[2]	5	5	5	5	5	5	5	5	5	5	5	5	5
Excess Facility Disposition	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
IGPP	8	10	10	10	10	10	10	10	12	12	12	12	12
GPP	2	2	2	2	2	2	2	2	2	2	2	2	2
Capital Asset Projects >$10M	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	39
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
Site Building Area (000SF)			2379	2377	2369	2379	2379	2376	2375	2375	2375	2375	2375

[1] Values should be supported by FY12 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.

[3] Show the projected gross building area, in thousands of square feet, anticipated at the conclusion of the planning year. Account for both construction and disposal programs. Include all owned buildings and trailers regardless of operational status.

Table 4 – Existing and Planned Leases for Buildings and Trailers

PSO		**Existing and Planned Leases for Buildings and Trailers**							
Field Office									
Site									
Property Name	**FIMS Property ID**	**Usage Code Description**	**Ingrant Square Feet**	**Lease Expiration (MM/DD/YYYY)**	**Annual Rent ($)**	**Other Cost ($)**	**Total Number of Occupants**	**Planned Action Year[2]**	**Planned Action[2]**
Existing Leases[1]									
Totals									
Planned Leases[2]									
Mission/Core Competency Requirement		**Usage Code Description**	**Ingrant Square Feet**	**Will Ingrant Area Contribute to HPSB Guiding Principle Goals? (Yes/No)**	**Mission Requirement Start Date (Year)**	**Mission Requirement Completion Date (Year)**	**Number of Occupants Accommodated**	**Planned Action Year**	**Planned Action**
Totals									

[1] *Download FIMS Data to populate data for existing leases. Criteria for this template includes both DOE and Contractor Leased Buildings and Trailers.*

[2] *Use Site Planning data to populate "Planned Action" and "Planned Action Year" for existing leases and all information for planned leases.*

“Planned Action” Options for Leased Buildings and Trailers include:

Acquisition Initiation of a new lease for real property asset(s) to satisfy Departmental needs in support of mission requirements.

Expire Lease will come to an end automatically when the fixed term runs out.

Extend Execute an agreement to prolong the duration of the lease beyond the original term (up to 1 year).

Holdover Remain in possession of leased property after the expiration of the lease term with no binding agreement in place (i.e. tenancy at sufferance).

Renew Exercise the lease option that provides specifications under which the leaseholder can extend the original lease term for an additional, specified time and rate (rent).

Terminate Exercise lease option to end the agreement.

Attachment 2
Standard FIMS Reports Supporting TYSP Development

Report 005 - Sustainability Candidate Report – Building/Trailer

Report 073 - Excess Property Report

Report 082 - Asset Utilization Index (AUI) By HQ Program Office

Report 085 - Asset Condition Index (ACI)

Report 092 – Owned Building Mission Dependency Report

Report 093 – Owned Building Asset Utilization Index by FRPC Categories

Report 200 - Site Infrastructure Data Snapshot (available in January 2012)

Report 201 – Existing and Planned Leases for Building and Trailers (available in January 2012)

Attachment 3
Calculating Asset Utilization Index

Asset Utilization Index (AUI). AUI is the Department's corporate measure of facilities and land holdings against requirements. The index reflects the outcome from real property acquisition and disposal policy, planning, and resource decisions.

(a) Utilization at the asset level is determined by evaluating the percentage of the real property asset required for mission accomplishment. Utilization can be determined on a gross square feet (GSF) basis or on a percentage of requirement basis. Utilization must be determined annually by conducting a site wide utilization survey of all assets. In general, utilization is the ratio (expressed in percentage) of the GSF required of an asset divided by the total GSF of the asset; or an estimate expressed in percentage of how much of the assets GSF is actually required for mission accomplishment. For instance, a site has an office building containing 100 offices. The site requires 90 of the offices for accomplishing its mission. Utilization would be estimated at 90 percent (assume offices are all the same size).

(b) AUI is calculated for a set of real property assets[1] as follows:

$$\text{AUI} = \frac{\text{Sum of Utilized GSF for the asset group}}{\text{Total GSF of the asset group}^{2}}$$

Utilized GSF of an asset = Utilization x GSF of the asset

[1] A **set of real property assets** might be an entire site or it could be a set of assets used for the same purpose such as offices, warehouses, laboratories, etc.

[2]Includes Shutdown assets

Attachment 4
OECM FY 2012-2022 TYSP Review Guide

Office of Engineering and Construction Management	
FY 2012-2022 Ten Year Site Plan Review Guide	
FOR OECM INTERNAL USE ONLY ONCE COMPLETED	
Program:	**Site:**
OECM Reviewer:	**OECM Review Date:**

Review Element	Y/N or NA	Comments/Concerns
Multi-Program Site Coordination		
If a multi-program site, are the PSO/CSO requirements addressed in the plan? If not, please comment.		
Site Overview		
Does the plan demonstrate alignment of real property assets with missions, core capabilities, and program requirements? Specifically, does the plan identify:		
– current situation		
– significant changes anticipated		
– expected or potential capability gaps		
– new missions		
– changes from the previous year's TYSP		
Is a useful site map included?		
Site Facilities and Infrastructure Planning Requirements, Assumptions and Targets		
Does the plan reference the site's land use plan and provide a web link to the document?		
Does the plan identify the site's strategy for meeting missions and performance outcomes?		
Does the plan identify the process for completing space utilization surveys? If not, please comment. If so, please summarize.		
Does the plan include the site's space standards or space management approach? If so, please summarize.		

Review Element	Y/N or NA	Comments/Concerns
Does the plan identify consolidation studies or efforts currently underway? If so, please summarize.		
Does the plan discuss application of DOE's space standard? If the plan offers a best practice, please summarize?		
Real Property Asset Management		
Overall, do the real property management strategies appear adequate? If not, please comment.		
Does the plan rely on FIMS snapshot data when reporting prior year performance?		
Does the plan account for all contributing funding sources?		
Does the plan predict the impact of planned projects and expenditures on real property asset performance measures? For example:		
– is the asset condition stable, improving, or declining?		
– is the site footprint stable, growing or shrinking?		
Does the plan identify and adequately address the following activities? If not, please comment.		
– condition assessments		
– construction (capital asset, GPP, IGPP)		
– real estate actions		
– plans for retaining existing leases or acquiring new leases		
– maintenance and repair		
– deferred maintenance backlog management or reduction		
– elimination of excess property		
– long term stewardship		
– plans to address unique site issues		
Do disposition plans described in the TYSP align with FIMS data? If not, please comment.		

Review Element	Y/N or NA	Comments/Concerns
Does the plan demonstrate building footprint management strategy for compliance with the new construction 1-for-1 offset rule?		
Does the plan discuss maintenance management strategies that will result in improved energy and water use efficiency? If so, please summarize.		
Do any of the real property management strategies described demonstrate innovation or a best practice? If so, please summarize.		
Site Facilities and Infrastructure Investment		
Does the plan propose specific projects to fulfill identified mission/capability gaps or other needs?		
Does the site's FY2014 SRR-IPL IFI Crosscut submission generally support the TYSP? Including funding for:		
– capital asset projects		
– GPP/IGPPs		
– maintenance and repair		
– disposition		
Does the plan identify use of ARRA funds for real property related activities? If so, please identify.		
Site Sustainability and Resource Conservation		
Does the plan address management of historic property preservation adequately? If not, please comment.		
Does the plan address the site's real property related Sustainability goals?		
Overall Comments		
Noted strengths.		
Noted weaknesses.		
Other comments or concerns, if any.		
OECM recommended action.		

Review Element	Y/N or NA	Comments/Concerns
OECM Use		
Please identify preferred formats or approaches demonstrated by the plan.		
Does the plan provide information or insight that could be used to improve Departmental real property management practices? If so, please identify.		