

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



# 2012 Strategic Sustainability Performance Plan

June 2012

*a New Day for Federal Service*

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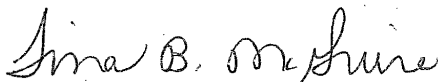
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## POLICY STATEMENT

It is the policy of the Office of Personnel Management that all business and operations will be conducted with the least environmental impact possible and that energy and resource efficiency remain an Agency priority. OPM is committed to full compliance with all environmental and energy related statutes, regulations, and Executive Orders and will continue to incorporate sustainability into planning and operations so as to meet or exceed its environmental goals. The Agency also recognizes the need to address long term risks and vulnerabilities and is working to enhance its capacity to adapt to the effects of climate change.

In addition, the Office of Personnel Management's mission and unique role within the government allow it to have an impact across the Federal workforce. OPM is leveraging opportunities to expand employee education and support all Federal agencies in creating flexible work environments that will further reduce impacts and improve government-wide environmental performance.



Tina B. McGuire  
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## EXECUTIVE SUMMARY

As the largest employer in the United States, the Federal government has a unique opportunity to influence our country's ecological and financial future. The U.S. Office of Personnel Management (OPM) is excited to play a part in the worldwide sustainability movement. OPM is tasked with recruiting, retaining, and honoring a world-class workforce for the American people. There is no better way to honor government employees and all Americans than to help ensure their communities are healthy. With this goal in mind, OPM will continue with implementation of its Strategic Sustainability Performance Plan.

Several current initiatives will aid OPM's sustainability agenda. We are in the process of updating the heating, cooling, and ventilation system at the D.C. headquarters building, have installed a new photovoltaic system on the headquarters roof, and have retrofitted the entire parking garage with motion sensing LED light fixtures. OPM continues to support local food programs such as a farmer's market and community gardens around the Washington, D.C. buildings. We are promoting a flexible work arrangement which helps to reduce building energy use, vehicle emissions, and greenhouse gas emissions. Furthermore, we are continuing to investigate sustainability opportunities and improvements at all of our delegated facilities.

To tackle these environmental and energy initiatives, OPM established an internal sustainability team comprising both senior leadership and employee volunteers. The group's objectives are to raise facility occupant awareness, provide guidance, create a broader recycling program and supply employees with information on various energy efficiency and recycling topics that can be used at both work and home. The group will use creative approaches to integrate sustainability efforts into daily operations.

In upcoming years, OPM will continue to develop its sustainability strategy to ensure the agency continually improves and builds upon our sustainability program. OPM is confident that changes made will have far reaching effects. As employees and on-site contractors are educated and taught the best stewardship practices, they will be given the ability and power to influence exponential numbers of lives as they take these lessons back to their own homes and communities.

## EXECUTIVE SUMMARY

Conscious and concerted efforts to reduce the negative impact of daily operations are essential to the Federal government's standing in both the business and the public communities. The environmental consequences of our actions are passed on through multiple sectors of society, and to ignore these externalities would be a disservice to those who have served in the past and those who hope to serve in the future. Striving to meet our greening initiatives will not only ensure that OPM remains in compliance with the major requirements laid out in Federal environmental provisions such as EO 13514, EO 13423, EISA 2007, and EPAAct 2005, but that the agency is a highly desired place of employment and a stewardship leader.

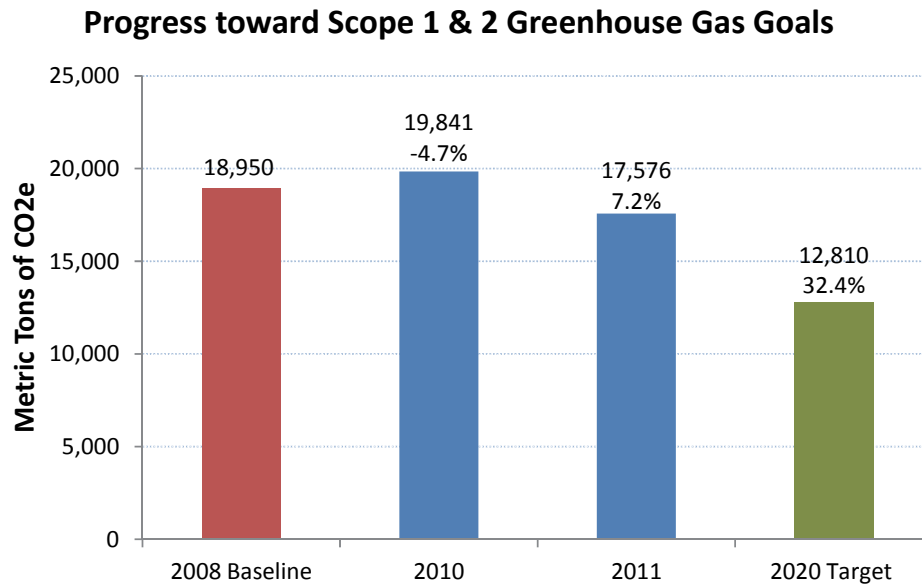
Environmental and financial sustainability are inherently linked. The healthier our environment, the more resources will be available for ourselves and future generations to live more prosperous, fulfilling and enjoyable lives. To best serve the American people, OPM will pursue positive environmental policies to its fullest capability.

## TABLE 1: SIZE AND SCOPE OF AGENCY OPERATIONS

<b>Agency Size and Scope</b>	<b>FY 2011</b>
Total Number of Employees as Reported in the President's Budget	5,358
Total Acres of Land Managed	13.34
Total Number of Facilities Owned	0
Total Number of Facilities Leased (GSA and Non-GSA lease)	73
Total Facility Gross Square Feet (GSF)	1,636,255
Operates in Number of Locations Throughout U.S.	64
Operates in Number of Locations Outside of U.S.	0
Total Number of Fleet Vehicles Owned	1
Total Number of Fleet Vehicles Leased	1,707

# GREENHOUSE GAS REDUCTION COMPREHENSIVE GREENHOUSE GAS INVENTORY

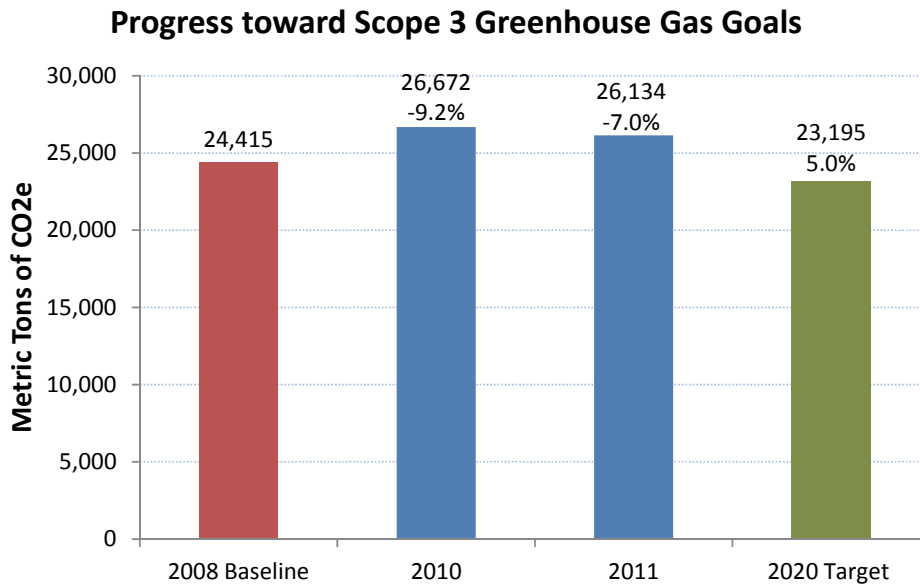
## Agency-Specific Performance Metrics for Scope 1 & 2 GHG Emissions Reduction:



Note: E.O. 13514 requires each agency to establish a scope 1 & 2 GHG reduction target for FY2020. The target for this agency is 32.4% compared to FY2008. The red bar represents the agency's FY2008 baseline. The green bar represents the FY2020 target reduction. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2008 baseline. A negative percentage reflects an increase in scope 1 & 2 greenhouse gas emissions.

# GREENHOUSE GAS REDUCTION COMPREHENSIVE GREENHOUSE GAS INVENTORY

## Agency-Specific Performance Metrics for Scope 3 GHG Emissions Reduction:

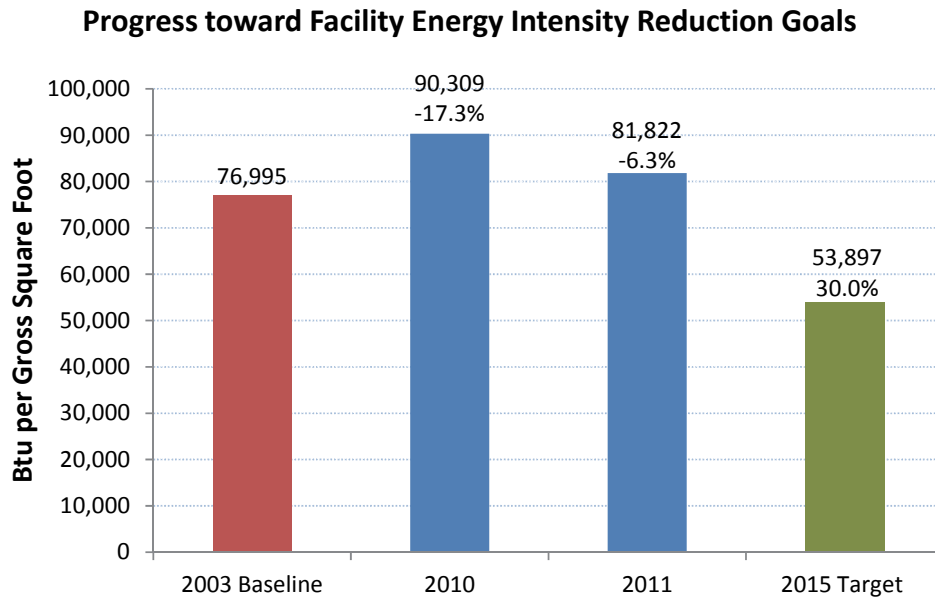


Note: E.O. 13514 requires each agency to establish a scope 3 GHG reduction target for FY2020. The FY2020 target for this agency is 5% compared to the FY2008 baseline. The red bar represents the agency's FY2008 baseline. The green bar represents the FY2020 target reduction. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2008 baseline. A negative percentage reflects an increase in scope 3 greenhouse gas emissions.



# BUILDINGS

## Agency-Specific Performance Metrics for Facility Energy Intensity Reduction:

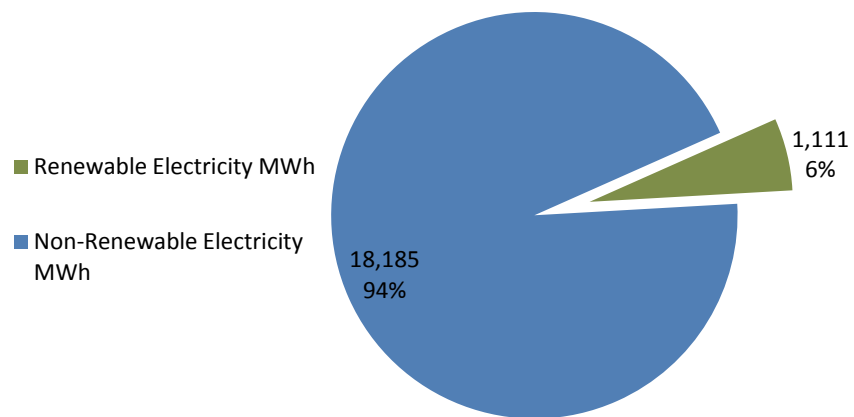


Note: EISA requires agencies to reduce energy intensity by 18% for FY2011, compared to an FY2003 baseline; a 30% reduction is required by FY2015. The red bar represents the agency's FY2003 baseline. The green bar represents the FY2015 target reduction. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2003 baseline. A negative percentage reflects an increase in energy intensity.

## BUILDINGS

### Agency-Specific Performance Metrics for Renewable Energy:

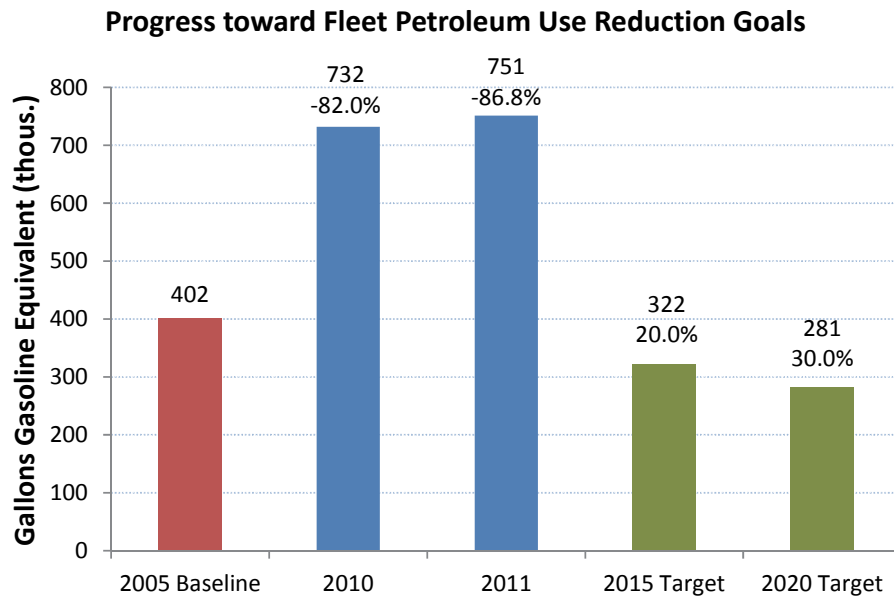
Use of Renewable Energy as a Percentage of Electricity Use



Note: EAct requires agencies to increase the use of renewable energy as a percentage of electricity use to 5% by FY2010-2012 and 7.5% by FY2013 and beyond.

## FLEET MANAGEMENT

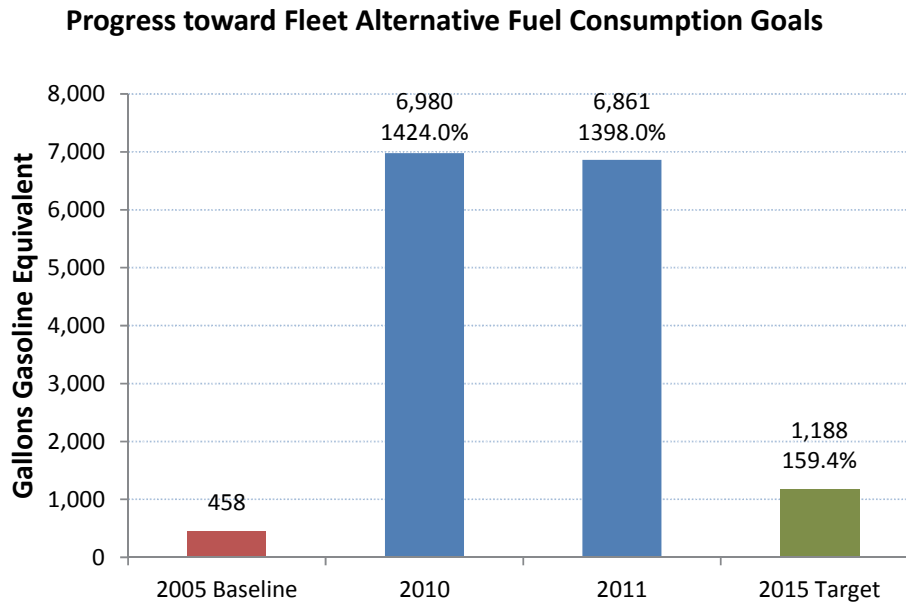
### Agency-Specific Performance Metrics for Fleet Petroleum Reduction:



Note: E.O. 13514 and EISA require that by FY2011 agencies reduce fleet petroleum use by 12%, compared to an FY2005 baseline. A 20% reduction is required by FY2015 and a 30% reduction is required by FY2020. The red bar represents the agency's FY2005 baseline. The green bars represent the FY2015 and FY2020 target reductions. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2005 baseline. A negative percentage reflects an increase in fleet petroleum use.

# FLEET MANAGEMENT

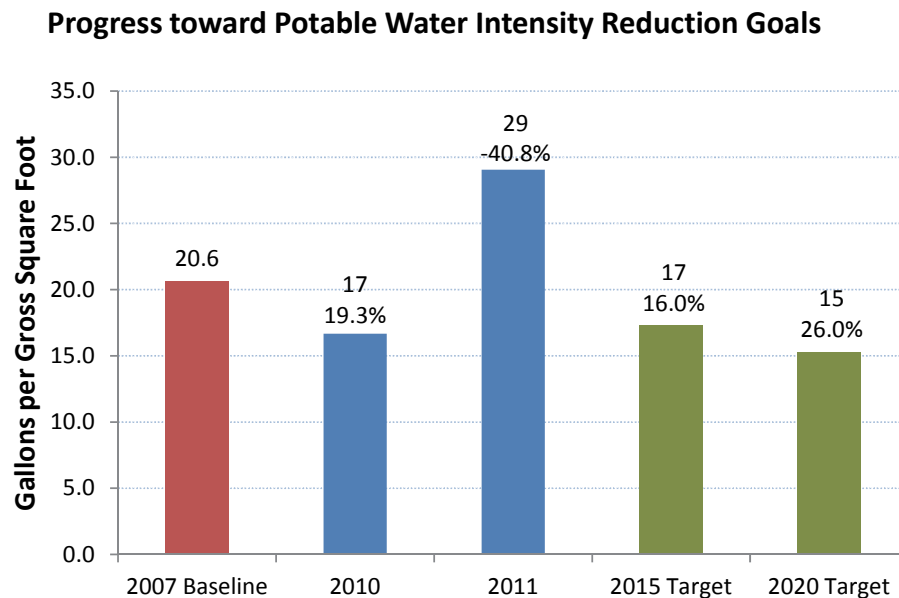
## Agency-Specific Performance Metrics for Fleet Alternative Fuel Use:



Note: E.O. 13423 requires that agencies increase total non-petroleum-based fuel consumption by 10% annually compared to an FY2005 baseline. Consequently, by FY2011 agencies must increase alternative fuel use by 77%, compared to an FY2005 baseline. By FY2015, agencies must increase alternative fuel use by 159.4%. The red bar represents the agency's FY2005 baseline. The green bar represents the FY2015 target. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2005 baseline.

## WATER USE EFFICIENCY AND MANAGEMENT

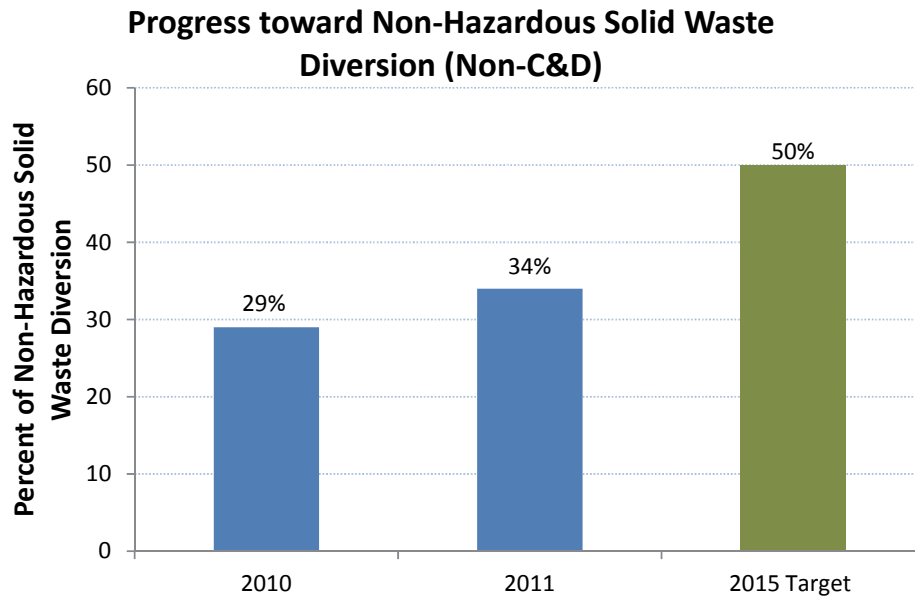
### Agency-Specific Performance Metrics for Potable Water Intensity Reduction:



Note: E.O. 13514 requires agencies to reduce potable water intensity by 2% annually through FY2020, compared to an FY2007 baseline. Consequently, by FY2011 agencies are required to reduce potable water intensity by 8%, compared to an FY2007 baseline. A 16% reduction is required by FY 2015 and a 26% reduction is required by FY2020. The red bar represents the agency's FY2007 baseline. The green bars represent the FY2015 and FY2020 target reductions. The blue bars show actual status in relationship to the target. The percentage on each bar shows the reduction or increase from the FY2007 baseline. A negative percentage reflects an increase in potable water intensity.




## POLLUTION PREVENTION AND WASTE REDUCTION

### Agency-Specific Performance Metrics for Non-Hazardous Solid Waste Diversion (Non-C&D):






Note: E.O. 13514 requires that by FY2015 agencies annually divert at least 50% of non-hazardous solid waste from disposal. The green bar represents the FY2015 target. The blue bars show actual progress toward the target.




## ELECTRONIC STEWARDSHIP AND DATA CENTERS

EPEAT	POWER MANAGEMENT	END-OF-LIFE	COMMENTS
			48.5% Power Management compliant.




### EPEAT:

	95% or more Monitors and PCs/Laptops purchased in FY2011 was EPEAT Compliant Agency-wide
	85-94% or more Monitors and PCs/Laptops purchased in FY2011 was EPEAT Compliant Agency-wide
	84% or less Monitors and PCs/Laptops purchased in FY2011 was EPEAT Compliant Agency-wide

### Power Management:

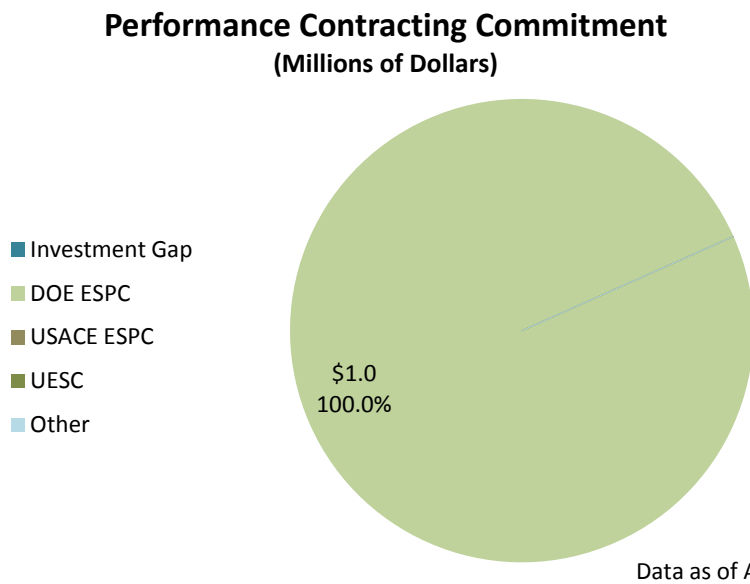
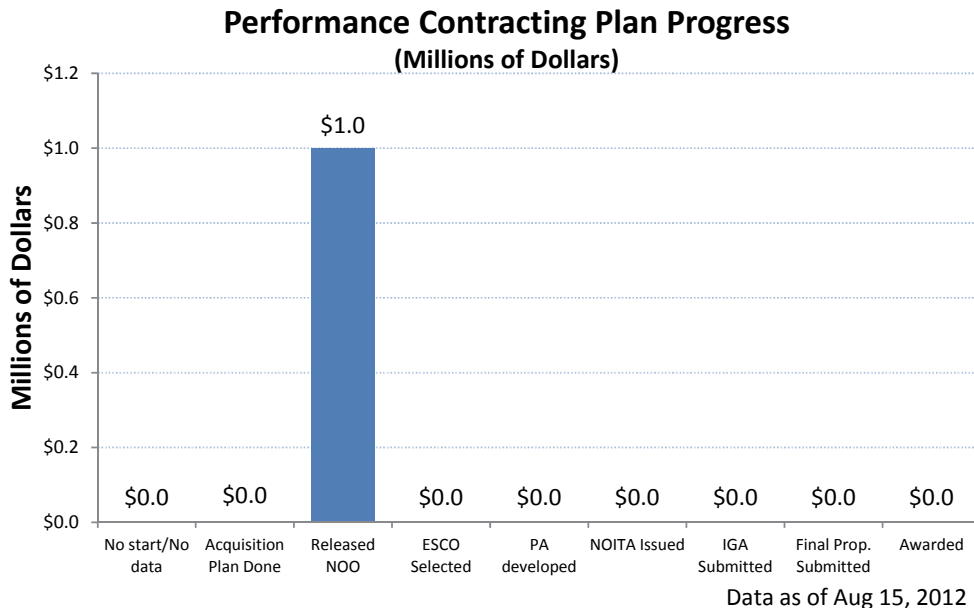
	100% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	90-99% Power Management Enabled Computers, Laptops and Monitors Agency-wide
	89% or less Power Management Enabled Computers, Laptops and Monitors Agency-wide

### End-of-Life:

	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor or Certified Recycler (R2, E-Stewards)
	100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor or non-Certified Recycler
	Less than 100% of Electronics at end-of-life disposed through GSA Xcess, CFL, Unicor or non-Certified Recycler

# PRESIDENT'S PERFORMANCE CONTRACTING COMMITMENT

## Agency-Specific President's Performance Contracting Commitment Metrics:





**U.S. Office of Personnel Management  
Climate Change Adaptation Strategy  
and FY 2013 Action Plan**

I. Background

II. Why is Adaptation Planning Important for the Office of Personnel Management?

III. Agency Directive Order on Climate Change Adaptation

IV. Key Findings from High-Level Climate Change Vulnerability Assessment

V. FY 2012 Adaptation Actions

VI. FY 2013 Action Plan

## I. Background

On October 5, 2009 President Obama signed Executive Order (EO) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, to establish an integrated strategy for sustainability in the Federal Government. The EO called on Federal agencies to develop and implement Strategic Sustainability Performance Plans (Sustainability Plans). As part of their sustainability planning process, agencies are asked to “evaluate agency climate change risks and vulnerabilities to manage both the short- and long-term effects of climate change on the agency’s mission and operations” (EO 13514 Section 8(i)).

Executive Order 13514 also tasked the Interagency Climate Change Adaptation Task Force with developing recommendations for how Federal policies and programs can better prepare the United States to respond to the impacts of climate change.<sup>1</sup> One of the key recommendations in its October 2010 Progress Report to the President was for Federal agencies to develop and implement coordinated climate adaptation plans to ensure that Federal resources are invested wisely and that services and operations remain effective in a changing climate.

The Council on Environmental Quality (CEQ) issued implementing instructions<sup>2</sup> for Federal agency adaptation planning on March 4, 2011 based on recommendations from the Task Force. The instructions inform agencies how to comply with Section 8(i) of EO 13514 and include several key agency actions: (1) develop an adaptation policy; (2) conduct a high-level assessment of their vulnerability to climate change; and (3) develop and submit an agency climate change adaptation plan as part of their June 2012 Sustainability Plan.

To respond to EO 13514, the Task Force’s October 2010 recommendations, and CEQ’s implementing instructions, on September 4, 2011 the Office of Personnel Management (OPM) issued a Policy Statement, “Addressing Climate Change Impacts at the Agency in Operations and Programs.” The Agency also undertook a high-level analysis of its vulnerabilities to climate change. The key findings from that analysis are summarized in Section IV.

As required by CEQ’s implementing instructions and OPM’s Climate Change Adaptation Policy, this climate change adaptation plan and one-year adaptation action plan analyzes the Agency’s vulnerability to climate change and lays out the Agency’s approach for addressing its key vulnerabilities. It also includes specific priority actions that OPM will take in FY 2013 to minimize its risks and increase its resilience in a changing climate.

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<sup>1</sup> Interagency Climate Change Adaptation Task Force. Progress Report of the Interagency Climate Change Adaptation Task Force: Recommended Actions in Support of a National Climate Change Adaptation Strategy, October 5, 2010. <http://www.whitehouse.gov/sites/default/files/microsites/ceq/Interagency-Climate-Change-Adaptation-Progress-Report.pdf>

<sup>2</sup> CEQ. Federal Agency Climate Change Adaptation Planning: Implementing Instructions, March 4, 2011. [http://www.whitehouse.gov/sites/default/files/microsites/ceq/adaptation\\_final\\_implementing\\_instructions\\_3\\_3.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ceq/adaptation_final_implementing_instructions_3_3.pdf)

## II. Why is Adaptation Planning Important for the Office of Personnel Management?

Throughout the United States and the world, we have experienced and will continue to experience the effects of climate change. Climate change impacts include extreme heat and precipitation events, numerous and intense wildfires, increased snowpack in some geographical areas and a reduction in others, increasing ocean temperatures, loss of sea ice, and rising sea levels, among others. Climate variability and climate change will affect a range of Agency services, operations, and programs. A changing climate will also result in potential financial, operational, social, and environmental risks and opportunities across diverse industries and sectors at local, regional, national, and international levels, affecting the Agency's partners and the customers it serves.

OPM's programs primarily involve managing personnel-related processes and offering knowledge-based services to other agencies, as well as administering Federal retirement benefits and background investigations. An integral function of the Agency is advising the Federal government regarding operating status in the event of inclement weather or other crises in the DC-metro area (in other regions, decisions are normally managed by the affected agencies). This is the function most likely to be affected by climate change. OPM does not own any facilities, but manages three on the East Coast, none of which are in areas projected to see permanent flooding from sea level rise. OPM is not involved in agriculture, energy production, land management, or many of the other sectors that may be directly and extensively impacted by climate change. Consequently, OPM's vulnerabilities lie predominantly in management of its three delegated buildings and preparing for weather-related crises affecting the government's operating status.

Parts of the Agency's infrastructure and facilities may be directly affected by climate change. For example, higher extreme temperatures will increase heating and cooling loads on building systems. More severe and frequent precipitation and storms will increase potential risks of temporary flooding and inundation. By accounting for the effects of a changing climate through a more comprehensive approach to facilities planning, the Agency can reduce, and in some cases avoid, impacts on property that could translate into future cost-savings, since expensive repairs or replacement of facilities could be minimized. In addition, proactive facilities planning will reduce potential impacts on the health and safety of the Agency's employees.

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<sup>3</sup> Office of Personnel Management Agency Policy Directive on Climate Change Adaptation Planning, September 4, 2011. <http://www.opm.gov/green/pdf/adaptation.pdf>

### **III. Agency Directive Order on Climate Change Adaptation**

On September 14, 2011 the Director of the Office of Personnel Management signed an agency Policy Directive, "Addressing Climate Change Impacts at the Agency in Operations and Programs."<sup>3</sup> The Directive states "[i]t is the policy of the Agency to undertake comprehensive climate change adaptation planning in order to ensure that the Agency fulfills its mission and maintains its programs and operations in a changing climate." The Directive requires operating units to "consider current and projected climate change impacts when undertaking planning, and making decisions regarding the Agency's resources, programs, policies, and operations." In addition, the Directive noted that as the Agency moves forward with its climate change adaptation planning, it shall apply the guiding principles and planning framework for climate change adaptation found in the 2010 Interagency Climate Change Adaptation Task Force Report.

The Directive also established a Climate Change Adaptation Work Group to lead development of a Climate Change Adaptation Plan, which analyzes the Agency's vulnerability to climate change and identifies priority climate change adaptation actions that the Agency will take to improve its resiliency.

The Agency's Climate Change Adaptation Work Group, chaired by the Director of Facilities, Security and Contracting, includes representatives from other internal offices as appropriate. The Climate Change Adaptation Work Group first convened in fall of 2011 and meets periodically to coordinate implementation of the Directive, including overseeing the development of a high-level climate change vulnerability assessment (Section IV), identification of adaptation actions (Section V), and development of the climate change adaptation strategy and plan (Section VI).

The Climate Change Adaptation Work Group also ensures that the adaptation plan is aligned with other OPM policies, plans, and strategies, as appropriate, such as the Sustainability Plan, Continuity of Operations Plan, Devolution Operations Plan, and Reconstruction Plan.

### **IV. Key Findings from High-Level Climate Change Vulnerability Assessment**

The Climate Change Adaptation Work Group, in conjunction with key internal offices, conducted a high-level assessment of the agency's vulnerability to climate change. The assessment helped the agency understand how it may be affected by climate change and what effects might cause the greatest challenges to its ability to achieve the Agency mission and operational goals. While the initial high-level assessment did not focus on specific project, site, or program-level vulnerabilities, it has helped the Agency identify areas where more detailed vulnerability analyses may be needed to more fully understand how a particular program, project, or site may be affected by climate change, and what adaptive actions would be most appropriate.

To inform the development of the high-level assessment, the Climate Change Adaptation Work Group consulted several primary reports on climate change and its impacts on the United States, such as the Consortium for Atlantic Regional Assessment (CARA), "Global Climate Change Impacts

in the United States,” released by the U.S. Global Change Research Program in 2009, as well as information on climate change impacts provided in Appendix F of the Support Document issued by CEQ to assist agencies with developing their assessments. The Climate Change Adaptation Work Group also relied heavily on the Agency’s Strategic Plan for FY 2011 through FY 2013, which identifies the Agency’s strategic goals and objectives for the next 3 years, to provide a structure for the assessment. The Work Group identified the following goals:

1. Identify how the Agency’s priority mission and operational goals might be affected by climate change.
2. Identify major climate change impacts that may significantly affect the Agency’s ability to meet its priority mission and operational goals.
3. Identify activities the Agency is already taking to mitigate the potential impacts of climate change on its operational goals.
4. Identify future actions the Agency could take and determine the resources and capabilities that would be needed.
5. Identify how the Agency’s offices could leverage each other’s efforts.

**V. FY 2012 Adaptation Actions**

As part of the Federal agencies’ initial adaptation planning efforts, the CEQ Implementing Instructions asked agencies to identify priority climate change adaptation actions that they would implement in FY 2012, including actions to improve agency capacity to assess and build resilience to climate change risks. Actions taken in FY 2012 included:

<b>FY 12 Priority Adaptation Actions</b>	<b>Progress</b>
<i>Complete high-level analysis of agency vulnerability to climate change.</i>	<i>The Agency completed a high-level analysis of its vulnerability to climate change June, 2012. The assessment helped to inform priority actions selected for this adaptation plan.</i>
<i>Establish intra-agency climate change adaptation planning team to develop a comprehensive FY 2013 adaptation action plan.</i>	<i>Established partnerships with additional local and regional agencies in order to provide informed decisions in a timely manner to the federal community. June 2012</i>
<i>Conduct pilot climate change event response exercise.</i>	<i>Continuous assessment (through exercise) of the agency’s emergency response strategies in the event its mission is impacted by any severe event. June 2012</i>

## **VI. FY 2013 Adaptation Plan**

An understanding of existing climate and previous trends of the region or a locality are critical to the analysis of potential futures. There are many possibilities depending on population growth, technological change, the pace of economic development and other factors about which we are uncertain. So, scientists develop scenarios to explore different possibilities. Therefore, as new recommendations are available from the study of climate change as a result of advanced technology, OPM will revise its plans to mitigate associated risks. Additional actions that will be accomplished in FY 2013 are as follows:

1. OPM manages three facilities that are leased from GSA. OPM intends to partner directly with GSA to address the vulnerabilities of these sites and facilities to incremental climate change and variability.
2. In conformance with the Principles for Sustainable Federal Locations, appropriate language to address climate change vulnerability will be included in sourcing all new site location and lease procurement.

These actions are not a comprehensive list of all activities OPM will be undertaking in FY 2013 to improve its resilience in a changing climate but to improve several of the Agency's top priorities.

# U.S. Office of Personnel Management 2012 Fleet Management Plan

### Introduction

The U.S. Office of Personnel Management (OPM) is the President's agent and advisor for the Government's human resources management systems. OPM provides human capital leadership and services for all government agencies in order to serve the interests of the Government as a single employer by sustaining essential Government-wide values; equipping agencies with the flexible policies and systems necessary to recruit, retain, train and manage employees; and administering Government-wide compensation, earned employee benefits and automated information systems. Section 906 of Public Law 108-136 and 31 USC 1531 dated Nov 24, 2004 authorized transfer of Defense Security Service (DSS) functions and assets to OPM starting February 2005. The Federal Investigative Services (FIS) absorbed all Personal Investigation Security portions of DSS functions. FIS provides oversight, adjudication and funding for those Personnel Security Investigations (PSIs) required for military, civilian and contractor personnel in DOD and other federal agencies.

### Motor Vehicle Usage & Mission Support

In addition to supporting the OPM mission, over 97 percent of the OPM vehicle fleet is used by special agents to perform various security and background investigations in support of completing PSIs, which form the basis for awarding security clearances for military personnel, federal civilian employees and defense contractors.

Vehicles are used by special agents to conduct investigative field work and other official functions throughout the Continental United States and its territories. It is extremely important that these agents have efficient, capable vehicles, including some equipped to travel to remote areas, in order to conduct background checks and interviews and to interact with other Federal and State agencies in the performance of their assigned duties.

### Fleet Management

Each year, OPM reviews its fleet and management policies to meet agency mission requirements, achieve compliance with Federal guidelines and mandates, and effectively manage the consolidation, replacement, inventory, and repair/preventive maintenance of current vehicle fleet assets nationwide. GSA Fleet Drive-Thru is used as a reporting tool to monitor vehicle inventory, utilization, and fuel use on an ongoing basis.

## **Size and Composition**

Fleet size and composition are determined by agency needs in fulfilling its mission. FIS conducts investigations upon request of other agencies, and changes to the fleet are determined by the needs of FIS to fulfill these requests. OPM does not have information to project the volume of investigations that will be requested in out-years, and therefore must create fleet management plans based primarily on current operations. However, review of the fleet is ongoing and changes to fleet size are made in response to significant change in operations, location or the volume of investigations requested.

The Agency Fleet Manager analyzes vehicle utilization on a quarterly basis to eliminate any excess vehicles not justified to meet the mission. Additionally, vehicle justifications are reviewed during the annual acquisition cycle. Since the 2012 VAM submission, OPM has reduced its vehicle inventory by four percent.

## **Vehicle Replacement**

During each year's vehicle replacement acquisition cycle, the Agency Fleet Manager will validate all replacement requests to right-size the fleet. Only the minimum body size vehicle, engine size, and optional equipment essential to fulfill the agency's mission will be requested. Any deviations for unique mission needs will require written justification prior to approval.

OPM projects that 35% of sedans in the fleet will be converted to subcompact models by FY15 to achieve maximum fuel efficiency and lower greenhouse gas emissions. Over the next two fiscal years, the Agency will replace its current conventional gasoline vehicles with alternative fuel vehicles (AFVs) or, where dual-fuel E85 or other AFVs are not practicable, qualifying low emitting vehicles (LEVs) to the maximum extent possible. OPM's goal is to have a fleet consisting of AFVs and qualifying low emitting vehicles by 2015. OPM currently utilizes the Department of Energy tool "FLEETDASH" to monitor fuel use trends, identify missed opportunities to purchase alternative fuel, and develop strategies to meet petroleum reduction and alternative fuel use goals.



## **Justification for Assigning Vehicles**

OPM's policy is to limit orders and/or lease of new vehicles from GSA whenever possible to compact, energy-efficient, alternative fuel vehicles to include standard basic options offered by the manufacturer. Additional vehicle options are only requested when required to fulfill duties in an agent's assigned territory, e.g., 4-wheel drive vehicles needed for harsh weather conditions or rough terrains. Exceptions will be granted only with compelling justification and approval of the agency's Fleet Manager. New vehicles provided by GSA as part of the consolidation are delivered directly from manufacturers closest to dealerships as per GSA contract option at nominal costs.

Based on current operations, use of shared or on-demand fleet is not feasible because of the continuous and projected heavy workloads of agents, often requiring more than 40 hours per week. The nature of the work, which often includes driving significant distances and unforeseen or changing conditions (weather, traffic, and road construction), can impact vehicle-return schedules. Assigning agents individual vehicles has been determined to be the most efficient and cost-effective option based on FIS operations.

# U.S. Office of Personnel Management Biobased Purchasing Strategy

### Responding to the President's Memorandum on Promotion of Biobased Markets

On February 21, 2012, President Obama signed a Memorandum, Driving Innovation and Creating Jobs in Rural America through Biobased and Sustainable Product Procurement. The memorandum requires all federal agencies to undertake a number of activities to increase their purchase of biobased products. The US Office of Personnel Management (OPM) is moving aggressively to implement the Presidential Memorandum requirements.

#### Accomplishments to date include:

- Conducting a review of all existing contracts administered at OPM's headquarters office for operations and maintenance, construction, janitorial, cafeteria, and landscaping services.
- Creating a Policy Team within the Contracting Group that will be responsible for oversight of sustainable acquisition policies, including biobased procurement.

#### Baseline for Biobased Contracting:

Prior to the issuance of the President's February 2012 Memo on Biobased Procurement, requirements and clauses for biobased products were incorporated in 50% of relevant contracts (based on a review of currently existing service contracts as noted above).

#### FY 2013 Target/Compliance Goal:

- OPM plans to achieve an annual goal of 80 percent compliance in FY 2013 and increase by at least 10 percent annually thereafter.

#### Strategies for Improving Compliance:

OPM's strategy for improving compliance—full incorporation of requirements and clauses for biobased products in relevant and appropriate contracts and follow on activities to ensure compliance is achieved—includes the following elements:

- OPM will develop an agency biobased product procurement policy and provide specific training to contracting staff on relevant products and services, necessary clauses, and incorporation of requirements into statements of objectives.
- OPM will generate and disseminate agency level reports on biobased compliance using data from newly created biobased reporting elements in the Federal Procurement Data System—Next Generation.

- OPM will review and assess solicitation announcements in FedBizOpps to ensure that biobased language and requirements are incorporated as appropriate and contact contracting officer where requirements are not incorporated.
- In its quarterly contract reviews, OPM will emphasize biobased purchasing by reviewing at least 50% of new contract actions relevant to biobased requirements. Contracts without the requisite clauses will be designated for modification.

### **Required Specification Reviews**

The President's Memorandum requires that wherever possible and appropriate, agency specifications require the use of sustainable products, including USDA-designated biobased products, and that any language prohibiting the use of biobased products is removed.

- OPM has completed a review of its building standards and product specifications for renovations at its headquarters facility.
- By end of calendar year 2012, OPM will issue a data call to identify additional specifications relevant to biobased purchasing and develop a schedule for review.



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