2016
Strategic Sustainability
Performance Plan

June 30,2016

2016 Strategic Sustainability Performance Plan

Office of Personnel Management

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Policy Statement

It is the policy of the Office of Personnel Management (OPM) that all Agency business and operations be conducted in a manner that supports our mission to *Recruit, Retain and Honor a World-Class Workforce to Serve the American People*, while minimizing our environmental impacts in accordance with all Federal statutes, regulations, policies and Executive Orders. The U.S. Office of Personnel Management is committed to fulfilling the Presidents vision of building a clean energy economy as outlined in Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade.*

OPM will continue to incorporate sustainability into our mission to increase our nation's prosperity, promote energy security and safeguard the health of the environment. To support the President's vision, we will reinforce our efforts by implementing the strategies and tactics outlined in this Strategic Sustainability Performance Plan (SSPP). In addition to setting and achieving annual sustainability targets, OPM recognizes that climate change can have an impact on facility operations as well as the ability to achieve its mission; therefore, we will continue to build resilience and adaptive capacity to address climate risks and vulnerabilities.

OPM's mission and unique role within the Federal community also provides an opportunity to have an impact across the government. OPM will continue to support all Federal agencies by developing policies and programs that enable and increase telework, flexible work environments, training opportunities, and other means to enhance their abilities to achieve their individual agency missions while improving government-wide environmental performance.

Dean S. Hunter
Chief Sustainability Officer
Director
Facilities, Security, and Emergency Management

2016 Strategic Sustainability Performance Plan

Executive Summary

Vision for Sustainability at OPM

The U.S. Office of Personnel Management (OPM) is the Federal Government's chief human resources agency and personnel policy manager. OPM achieves its mission to Recruit, Retain and Honor a World-Class Workforce to Serve the American People by directing human resources and employee management, administering retirement, healthcare and insurance programs, overseeing merit-based and inclusive hiring into the civil service, and providing secure employment processes.

OPM's sustainability programs and strategies ensure the Agency can achieve its mission while reducing our impact on the environment through the efficient management of resources. OPM is committed to accomplishing these goals by integrating sustainability into agency policies, operations, including improving the efficiency of its buildings, using renewable energy, managing its fleet to reduce petroleum used in agency vehicles, promoting the purchase of environmentally-preferable products and services, managing electronic assets in an environmentally-sensitive manner, and enhancing our capacity to plan for and respond to the impacts of climate change.

Managing our buildings in an efficient manner is a key focus for lowering our greenhouse gas emissions and reducing energy, water, and waste. OPM employees are working in several locations throughout the United States, but our current strategies are to improve building efficiencies to the three facilities where OPM has responsibility for building operations and maintenance. The Agency manages two facilities owned by the General Services Administration (GSA): the Theodore Roosevelt Building (TRB), OPM's headquarters office in Washington, DC and the Federal Executive Institute (FEI) campus located in Charlottesville, Virginia. OPM also manages the building operations at a commercially-owned leased facility in Macon, Georgia which houses a data center as well as additional information technology services.

Leadership and Implementation

The Director of OPM has designated Dean Hunter (Director of Facilities, Security, and Emergency Management) as the agency's Chief Sustainability Officer (CSO). The CSO has overall responsibility for implementing the agency's sustainability program in order to meet the goals of E.O. 13693. The Director of OPM has also designated Mariano Aquino (Director of the Office of Facilities Management) as the agency's Deputy CSO to support the CSO. OPM's CSO oversees the planning and implementation of Agency sustainability strategies, coordinates with the Office of the Director, Chief Financial Officer, and all other heads of office that manage functions that are critical to achieving our sustainability goals. These include the Director of Facilities Management, responsible for building operations and strategies to reduce energy, water, and waste, as well as oversight of fleet management; the Chief Information Officer, responsible for ensuring that OPM meets electronic stewardship requirements; and the Director of the Office Procurement Operations, responsible for implementation of policies and programs to achieve sustainable acquisition goals.

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Performance Review

Goal 1: Greenhouse Gas Reductions

Scope 1 & 2

OPM reduced Scope 1 and 2 greenhouse gas (GHG) emissions and achieved a 29.7% reduction compared to the FY 2008 baseline, surpassing our 2015 target of 20%.

The reductions are due primarily to increased building efficiency, with emissions from building energy use down 26% and from vehicles are down 27% since FY 2008. The large part of the remainder of the emissions reduction is attributable to the purchase of green energy and renewable energy credits (RECs).

We continue to work toward further increasing building efficiency and reducing petroleum in our vehicles, which will result in further progress on GHG reductions. These strategies discussed in detail under Goal 2, *Sustainable Buildings* and Goal 5, *Fleet Management*.

Scope 3

OPM reduced Scope 3 GHG emissions and achieved a 31.9% reduction compared to a FY2008 baseline. Emissions from commuting, which account for 94% of the total under Scope 3, were down 14% in FY 2015 compared to FY 2014. We plan to maintain our strategy of encouraging commuting alternatives by offering employees public transit subsidies, promoting carpooling, and supporting bike commuting by providing bike racks and shower facilities at TRB and FEI. At TRB, we also have a city bikeshare station on site. Avoided commuting through telework is also a factor in achieving our Scope 3 reduction goals. The agency has already met its telework goals, with almost 65% of OPM employees teleworking in some capacity. An additional 25% are investigators who are considered "mobile" workers. Emissions from air and ground travel, which accounted for 7% of Scope 3 emissions in FY 2015, were reduced almost 2% from the previous year. In FY 2017, we will continue to promote the use of video and teleconferencing, online meetings, and Web-based training and continue tracking the use of the online meeting service.

Our strategy for next year is to maintain current telework levels and move forward on current initiatives to strengthen our telework programs and our capacity to collect and use telework data.

Goal 2: Sustainable Buildings

OPM's strategy for sustainable buildings focuses on reducing energy use in the three facilities where it manages operations. While energy consumption has gone down by 24% at TRB since 2010, OPMs largest facility, OPM did not meet the FY2015 energy intensity reduction goal. This is due largely to unseasonal plus extreme weather conditions during the year and, increased occupancy in the facility.   Reductions at TRB, is partially due to multi-year efficiency improvement project that was completed last December and partial completion of the performance contract.

The multi-year project, funded under the American Recovery and Reinvestment Act (ARRA), includes upgrades to the heating, ventilation and cooling (HVAC) system, added window insulation, and installation of high efficiency lighting and occupancy sensors. We expect to achieve further energy reductions based on energy models. While we have also implemented various improvements at Macon, and at FEI, our long term performance toward the 30% reduction goal has been severely impacted by increased energy use at these locations, which have expanded operations since 2003. This is particularly the case at Macon, which houses one of OPM's data centers.

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We are currently in the commissioning phase of the energy savings performance contract (ESPC) at TRB and FEI. Full project acceptance is expected in July 2016. Energy conservation measures (ECMs), include cooling tower upgrades, innovative HVAC improvements, advanced lighting controls at TRB and additional lighting upgrades at FEI. Full energy and water savings will be realized by the end of FY2017. We've also replaced four inefficient 1000kVa power transformers with four 500kVA high efficiency ones at the TRB. The new reduced sized transformers meet efficiency standard based on DOE's January 1, 2016 ruling for medium voltage power transformers.

OPM is exempt from the reporting and scorecard assessment of the green buildings performance goal since all of our facilities and office space are leased trough GSA; however, we apply the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* during space planning, renovation decisions and when acquiring new leases through GSA. OPM's policy is to first optimize use of existing space, prior to seeking leased space through GSA. In FY 2014 we established workspace standards and acquired space planning software, which has assisted in redesigning existing space and improved utilization significantly.

Goal 3: Clean and Renewable Energy

Use of renewable energy is part of OPM's strategy to reduce GHG emissions. In FY 2015, OPM exceeded the required renewable energy target by 9%. 19% of total electricity consumed was obtained from renewable sources; this includes green energy purchases, renewable energy credits (RECs) and 118000 kWh of solar energy generated by photovoltaic panels at TRB.

Potential onsite renewable energy projects at our Federal facilities were evaluated as part of the ESPC, but there are no projects with sufficient paybacks to be cost effective. Purchasing green energy and RECs will be our primary strategy to meet renewable energy targets for the foreseeable future.

Goal 4: Water Use Efficiency & Management

OPM has reduced water intensity by 41% compared to the baseline year of FY 2007. Recent reductions were achieved through installation of water efficient bathroom fixtures at TRB and FEI. In addition, we have reduced water for landscaping by switching to native plants thus eliminating the need for irrigation entirely at the TRB.

Additional water savings have been realized due to the significant completion of the energy and water conservation measures under the ESPC at TRB and FEI facilities. Water conservation measures include the installation of water efficient fixtures, retrofits of restroom fixtures, installation of smart irrigation controls at FEI and more efficient controlled sequencing of cooling towers at the TRB. The ability to track water use is further enhanced by continuous monitoring of submeters installed in FY 2014. We will also continue leak detection programs and water conservation awareness programs for our operations and maintenance staff.

Goal 5: Fleet Management

OPM reduced petroleum consumption by 9.14% in FY 2015, total petroleum consumed is 33% above the FY2005 baseline due to mission driven requirements. Ninety-seven percent of OPM's vehicles are assigned to the Federal Investigative Service (FIS), which conducts background investigations for security clearances for the Federal government. These investigations form the basis for awarding security clearances for military personnel, federal civilian employees and defense contractors. Yearly, FIS conducts over two million background investigations which equal more than 90% of the Governments total. As a result, OPMs ability to reduce travel is limited; therefore, our strategy to minimize petroleum use and reduce GHG is to continue transitioning our fleet to more fuel-efficient vehicles, including high fuel efficiency cars, E85 flex fuel vehicles, low greenhouse gas emission vehicles , hybrids and EVs.

OPM's fleet manager reviews all vehicle replacement requests and identifies opportunities to re-assign, downsize and or eliminate vehicles when possible. During FY14, OPM reduced its fleet by 68 vehicles. This reduction in fleet size was achieved through the management of vehicle re-assignments for transitioning FIS agents as well as vehicle validations and utilization reviews throughout the Agency. But at the end of FY 2015, OPM fleet inventory comprises of 1,542 GSA leased vehicles, a 5.84% increase since FY 2014. We expect this number to increase by approximately 15% by the end of 2016. This is due to the increased number of FIS investigators required to complete background security investigations. OPM's current fleet consists of 90% compact and subcompact sedans, and 45% alternative fuel vehicles, including 388 electric hybrids. In the latest ordering cycle, 84 subcompact vehicles were ordered. We anticipate the replacement of 264 vehicles and an additional 311 vehicles by the end of FY 2016 with more efficient and Low-GHG vehicles.

By the end of FY17 we are anticipating 171 Low-GHG vehicles and 36 hybrid vehicles. OPM has fewer E85 vehicles than in the previous year as a result of overall reductions in the size of the fleet and implementing Low GHG vehicles. OPM fleet managers will continue to focus on locating flex-fuel vehicles in areas where E85 is available using the Department of Energy's FleetDash program to track fuel purchases and identify instances where drivers missed opportunities to fuel up with E85. We also launched an outreach program to educate drivers about using alternative fuel. OPM will continue to reduce GHG emissions by improving fuel efficiency and obtaining the right size vehicle fleet.

Goal 6: Sustainable Acquisition

OPM achieved 95% sustainable acquisition and 100% biobased compliance in FY 2015.This is based on quarterly reviews to ensure that contracts conform to requirements to procure environmentally preferable products or services that meet or exceed specifications, standards, or labels recommended by EPA, including energy efficient equipment, biobased products, and products with recycled content.

In FY 2016, OPM continued to use its sustainable acquisition training requirement strategy where all contracting officers (COs), contracting officer representatives (CORs), and purchase card holders, were trained using online training already developed by GSA. This will continue as an annual requirement. We also began an assessment of current practices to include environmental performance in contractor performance reviews. Because the Agency is currently working on improving reporting in the Contractor Performance Assessment Reports System (CPARS), we are incorporating application of sustainability criteria into this initiative.

In FY 2017, we plan to again meet or exceed the 95% threshold for contract compliance, with an emphasis on electronics and biobased purchasing. Because of the relatively small number of service contracts that could potentially include provision of biobased products, quarterly reviews will include at least 50% of relevant service contracts. We will continue using the contract reviews to identify corrective actions to address any missed opportunities to procure sustainable products and services. Initiatives for next year include issuing a new green purchasing plan and a comprehensive guide of sustainable acquisition resources, and targeted communications to purchasers on the use of biobased products.

Goal 7: Pollution Prevention & Waste Reduction

In FY 2015, 36% of solid waste was diverted from landfills. All locations have recycling programs, and the Federal Executive Institute also composts kitchen and landscaping waste. Solid waste from the TRB and FEI facilities is converted to energy at Waste to Energy facility. The Theodore Roosevelt Building has a successful source reduction program to collect and redistribute office supplies and related items. To date, over five tons of

materials have been diverted from landfills and over $100,000 worth of supplies redistributed. This program will be continued in FY 2017.

Pollution prevention measures are included in all operations and maintenance contracts to ensure recovery of HFCs, minimize use of hazardous chemicals, and require use of less toxic chemicals for pest management and landscaping. HFC purchases are tracked and reported annually. Because all construction is contracted through GSA, we do not directly track recycling of construction and demolition materials; however, recycling data is collected by GSA and shared with OPM project managers.

There has been a slight decrease in recycling over previous years; but moving forward, we are committed to increase solid waste diversion each year by continuing our existing programs and increasing awareness among employees in order to achieve annual 50% target.

Goal 8: Energy Performance Contracts

In September 2014, OPM awarded a $5.8M energy saving performance contract (ESPC) at its two federally-owned facilities, TRB and FEI, both locations bundled under a single contract. This project has exceeded our two million dollar investment commitment for both phases of the President's Performance Contracting Challenge. Implementation of the recommended energy conservation measures are 98% completed, full acceptance is expected July 2016. OPM has no additional federally-owned facilities eligible for an ESPC. In a second phase of the current ESPC, OPM is exploring the feasibility of a combined heat and power (CHP) for its TRB location. The proposed CHP will provide base electric power and thermal energy from this system will be used to offset a significant percentage of the district steam required to heat the facility.

Goal 9: Electronic Stewardship & Data Centers

OPM again met two of the three electronic stewardship performance goals in FY 2015. One hundred percent of computers and monitors purchased during the fiscal year were registered with the Electronic Product Environmental Assessment Tool (EPEAT), and 100% of electronics were disposed of in an environmentally sound manner. We will maintain current procurement and disposal policies and continue meeting these goals. OPM will continue to utilize existing tools to track, and report on applicable electronics and IT stewardship requirements from acquisition to end of life management in accordance with Federal policies.

Power management has been enabled on all desktops, laptops, and monitors and compliant at the close of FY 2015. Our policy has been that power management for computers will be enabled through the Windows 7 operating system, which is installed when new hardware is purchased (no computers are exempted from the power management requirement). Implementing duplexing has been a challenge due to the complexity and other extenuating factors of the print management environment; however, a print management policy which includes recommendations for implementation has been drafted and is awaiting approval.

OPM plans to further reduce physical server footprint in FY2015 (from 65% to reach 75% virtualization) were deferred for security reasons. As a result, the OPMs OCIO has developed new strategies and policies that will meet or exceed Federal and industry standards with regards to managing and operation of its data centers. Currently, the OCIO has resumed consolidation of data centers; completion is expected within the next three years. By the end of FY16, it is expected that 40% of General Support Systems will be moved to new environment (excludes Investigation systems and Mainframe). By the end of FY18, all systems will be moved.

Goal 10: Climate Change Resilience

OPM's climate change resilience strategies are focused on potential impacts on our facilities and the Federal workforce. We continually evaluate risks to our facilities and employee safety presented by extreme weather events. Planning for and responding to these events are already integrated into policies and procedures related to emergency response planning, our agency Continuity of Operations Plan (COOP), and OPM's lead role in determining Federal government closures. OPM also has responsibilities in implementing the Telework Enhancement Act, which supports workforce readiness and the capacity of Federal agencies to continue meeting their missions in the event extreme weather prevents employees from commuting to their offices.

Internally, we coordinate with our facilities management and emergency actions divisions in assessing risks and updating plans and procedures as needed. These plans are tested on at least an annual basis through continuity of government exercises and telework readiness tests. In FY 2017 OPM will continue to focus on increasing awareness within key departments of climate change impacts, incorporating climate-related risk into emergency response policies and procedures, ensuring that OPM is telework-ready to respond to extreme weather events, and coordinating with other Federal agencies and regional bodies in the Washington, DC metropolitan area on emergency planning.

Progress on Administration Priorities

President's Performance Contracting Challenge: OPM has already met and exceeded its FY2016 commitment under the Presidents Performance Contracting Challenge through the award of a $5.8M ESPC contract. In future years, OPM plans to continue the use of ESPC/UESC to fund projects that will assist in meeting energy and water reduction goals at its facilities. Currently, we are performing a feasible study for additional ECMs one of which is the installation of a CHP at OPMs headquarters building (TRB). Estimated project cost is $3.5M which potentially will be awarded in FY2017.

Electric and Zero Emission Vehicles: Ninety-seven percent of OPM's vehicles are assigned to the Federal Investigative Service (FIS), which conducts background investigations for security clearances for the Federal government. Due to the daily extensive traveling, acquisition of zero emission and electric vehicles to OPM's fleet is limited by lack of refueling and charging infrastructure. However, our strategy in FY 2017 and beyond is to install electric vehicle charging infrastructure at certain locations and procure low emissions and plug-in hybrids in each ordering cycle to meet annual projected GHG reduction targets.

Climate Preparedness and Resilience: OPM has approximately 70 leases from GSA, 3 of which are delegated. OPM has considered the impacts of major weather events on facilities. A major issue is the need for redundant power, and we continue to explore installing a combined heat and power project at the Theodore Roosevelt Building to support energy resilience (investment grade study to be completed by Dec. 2016. OPM also partners with other agencies to support agency and federal employee preparedness for weather and disaster-related events (e.g., OPM blog post recently on extreme heat with included CDC and NWS resources).

Occupational Series: In response to establishing a new occupational series for sustainability, as required by EO13693, OPM held several focus groups with subject matter experts. Through those discussions, OPM found that there were 13 separate occupational series that dealt with sustainability, and decided not to seek a separate occupational series in fear of "pigeon-holing" any one. As a result OPM has been working with the CEQ Office of Federal Sustainability (OFS) to take a closer at Federal Energy Management occupational series, key competencies, and training needs, and will be discussing with a focus group at the 2016 Energy Exchange in August 2016.

Training: OPM has been working with OFS to integrate sustainability and resilience into the Federal Executive Institute Leadership Development Series (LDS) program. The training will educate managers and executives on sustainability and climate change, provide an overview of Executive Orders, and support practical application of that leading by having each participant develop a plan of action. OPM has made substantive progress on developing an education session for the LDS program in support of EO 13693 sustainability goals and will launch the first session in August 2017 for LDS 425.

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Size & Scope of Agency Operations

Agency Size and Scope	FY 2014	FY 2015
Total Number of Employees as Reported in the President's Budget	5,449	5,519
Total Acres of Land Managed	13	13
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	67	70
Total Building Gross Square Feet (GSF)	1,645,895	1,583,162
Operates in Number of Locations Throughout U.S.	59	63
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	1	1
Total Number of Fleet Vehicles Leased	1,451	1541
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	1,092	921.526

Agency Progress and Strategies to Meet Federal Sustainability Goals

This section provides an overview of progress through FY 2015 on sustainability goals contained in Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, and agency strategies to meet the new and updated goals established by Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*.

Goal 1: Greenhouse Gas (GHG) Reduction

Scope 1 & 2 GHG Reduction Goal

E.O. 13693 requires each agency to establish a Scope 1 & 2 GHG emissions reduction target to be achieved by FY 2025 compared to a 2008 baseline. Office of Personnel Management 2025 Scope 1 & 2 GHG reduction target is 50%.

Chart: Progress Toward Scope 1 & 2 GHG Reduction Goal
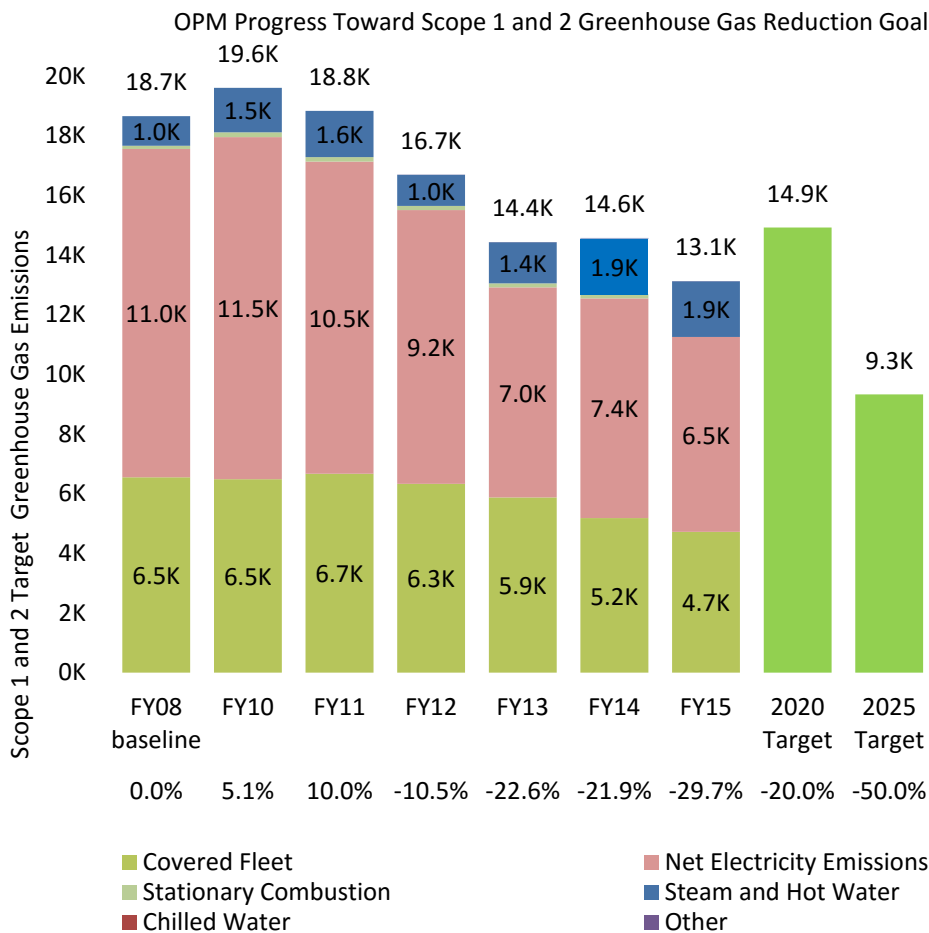
OPM Progress Toward Scope 1 and 2 Greenhouse Gas Reduction Goal

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Scope 1 & 2 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use the Federal Energy Management Program (FEMP) GHG emission report to identify/target high emission categories and implement specific actions to address high emission areas identified.	Yes	OPM will continue to identify high emission categories and associated actions; primarily fleet and facility energy consumed.	(1) Review GHG report annually (2) Implement specific actions based on high emission categories.
Identify and support management practices or training programs that encourage employee engagement in addressing GHG reduction.	Yes	(1)Continue to participate in New Employee Orientation and training. (1) At the Departmental level, identify further training opportunities or management practices from across the Federal government to address the requirements of EO 13693.	Identify and communicate at least 3 training opportunities and/or management practices to help employees better understand and execute the new requirements.
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources.	No	This is not one of OPMs top five strategy at this time.	
Given agency performance to date, determine whether current agency GHG target should be revised to a more aggressive/ambitious target.	No	Current Agency target is adequate based on comprehensive analysis of agency's GHG emissions portfolio.	
Employ operations and management (O&M) best practices for emission generating and energy consuming equipment.	Yes	Complete ESPC, and continue to implement identified, cost-effective energy conservation measures (ECMs), maintain and execute operational plans where proven effective, and install computerized maintenance management systems at certain sites.	(1)Complete implementation of remaining ECMs (2) Acquire better data through efforts of internal working groups. (3) Comprehensive assessment of monthly utility data for anomalies.
Identify additional sources of data or analysis with the potential to support GHG reduction goals.	No	Currently, this is not one of OPMs top five strategies.	

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Scope 3 GHG Reduction Goal

E.O. 13693 requires each agency to establish a Scope 3 GHG emission reduction target to be achieved by FY 2025 compared to a 2008 baseline. Office of Personnel Management's 2025 Scope 3 GHG reduction target is 40%

Chart: Progress Toward Scope 3 GHG Reduction Goal

OPM Progress Toward Scope 3 Greenhouse Gas Reduction Goal

	FY08 baseline	FY10	FY11	FY12	FY13	FY14	FY15	2020 Target	2025 Target
Total	24.5K	26.6K	26.6K	21.2K	18.0K	17.0K	16.7K	21.8K	14.7K
Business Air Travel	2.0K	2.2K	2.6K	2.2K	1.7K	1.4K	1.0K		
Business Ground Travel	0.7K	0.8K	0.4K	0.4K	0.3K	0.2K	0.2K		
Employee Commuting	20.6K	22.4K	22.4K	17.7K	15.2K	14.5K	14.5K		
Contracted Solid Waste	0.7K	0.8K	0.7K	0.7K	0.5K	0.6K	0.5K		
Percent	0.0%	8.4%	8.4%	-13.5%	-26.5%	-30.9%	-31.9%	-11.3%	-40.0%

Legend:
- Electricity T&D Losses
- Renewable Energy Hosting Credit
- Contracted Waste Water Treatment
- Scope 3 Target Emissions Total
- Contracted Solid Waste
- Employee Commuting
- Business Ground Travel
- Business Air Travel

Y-axis: Scope 3 Targeted Greenhouse Gas Emissions

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Scope 3 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Reduce employee business ground travel.	Yes	OPM program offices are implementing a range of practices to support a reduction in business ground travel including maintaining and installing technologies to facilitate remote meetings, ensuring field sites are near mass transit.	(1)Deploy annual employee commuter survey. (2) Review and compare results with previous year data.
Reduce employee business air travel.	Yes	OPM program offices are implementing a range of practices to support a reduction in business air travel including maintaining travel budget restrictions, installing technologies to facilitate remote meetings, and ensuring field sites are near mass transit.	(1)Deploy annual employee commuter survey. (2) Review and compare results with previous year data.
Develop and deploy an employee commuter emissions reduction plan.	No	While developing and deploying an employee commuter emissions reduction plan is vital, this is not one of OPMs top strategies.	
Use an employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	Use employee commuting survey to identify opportunities.	Deploy annual employee commuter survey.

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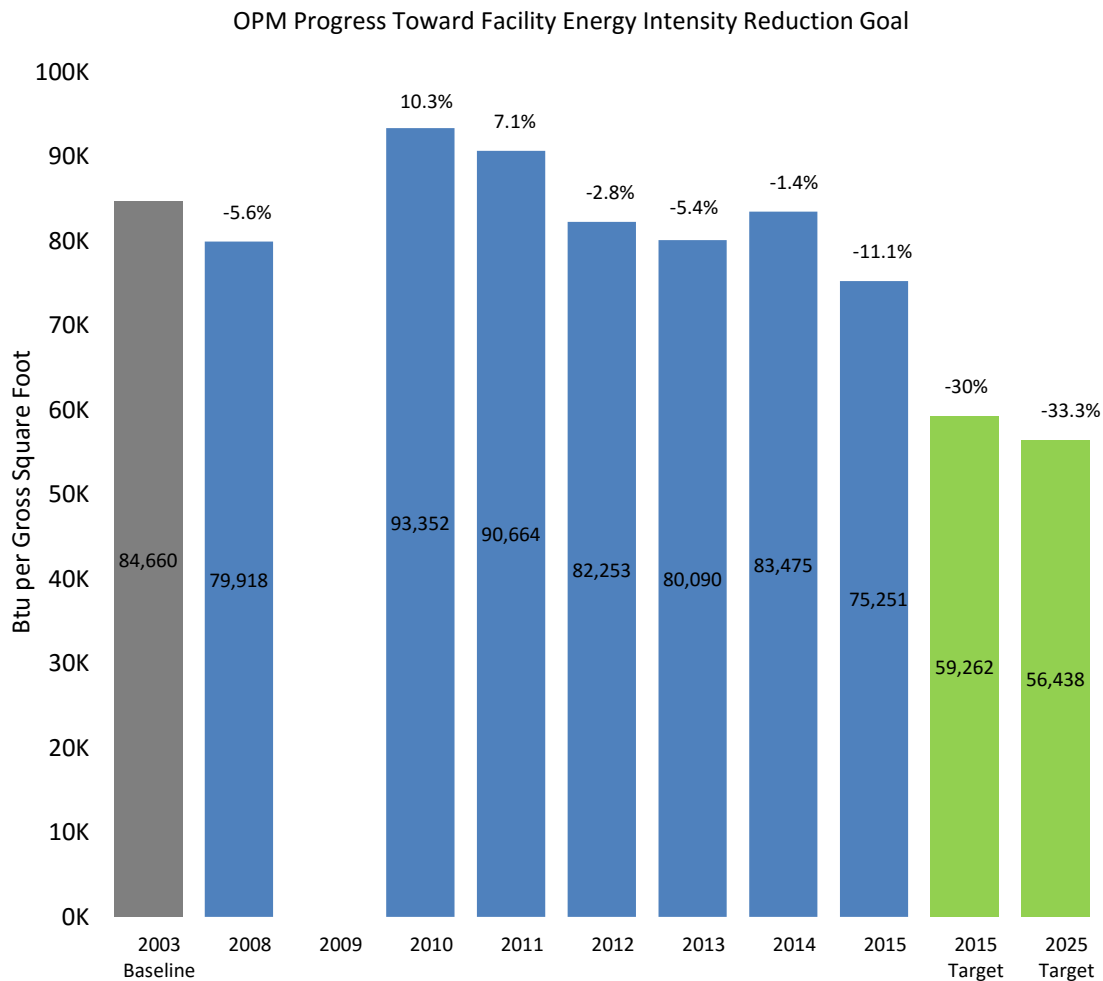| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Increase & track number of employees eligible for telework and/or the total number of days teleworked.	Yes	The Agency seeks to maintain its current high-level of telework eligibility and participation while providing employees and managers with the tools they need to successful utilize this workplace flexibility. Existing telework guidance to employees and supervisors will be expanded to address the use of telework to handle unexpected interruptions in operations at the physical office location, due to weather or other disruptions.	Issue telework guidance to supervisors and employees regarding telework during emergency situations or other disruptions. Request that supervisors to periodically review and reassess telework determinations for all employees. Encourage supervisors and employees to participate in telework training. Continue collecting telework data through surveys, time and attendance system, and telework eligibility database.
Develop and implement a program to support alternative/zero emissions commuting methods and provide necessary infrastructure.	No	This is not one of the agency's top strategies at this time.	
Establish policies and programs to facilitate workplace charging for employee electric vehicles.	Yes	Develop policies and programs to accommodate workplace charging for PEV.	Draft workplace charging policies by June 2016. Implement level 1 PEV program by August 2017.
Include requirements for building lessor disclosure of carbon emission or energy consumption data and report Scope 3 GHG emissions for leases over 10,000 rentable square feet.	Yes	OPM does not have authority to lease space. All OPM leasing is coordinated through GSA, and as such GSA would have responsibility to make this request. OPM will work with GSA to ensure this is considered for lease solicitations over 10,000 rentable square feet.	Annual review and report carbon emission or energy consumption data collected.

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Goal 2: Sustainable Buildings

Building Energy Conservation Goal

The Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30% by FY 2015 as compared to FY 2003 baseline. Section 3(a) of E.O. 13693 requires agencies to promote building energy conservation, efficiency, and management and reduce building energy intensity by 2.5% annually through the end of FY 2025, relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to Section 9(f) of E.O. 13693.

Chart: Progress Toward Facility Energy Intensity Reduction Goal

OPM Progress Toward Facility Energy Intensity Reduction Goal

Year	Btu per Gross Square Foot	% Change
2003 Baseline	84,660	
2008	79,918	-5.6%
2009		
2010	93,352	10.3%
2011	90,664	7.1%
2012	82,253	-2.8%
2013	80,090	-5.4%
2014	83,475	-1.4%
2015	75,251	-11.1%
2015 Target	59,262	-30%
2025 Target	56,438	-33.3%

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Building Energy Conservation Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Make energy efficiency investments in agency buildings.	Yes	OPM does not own buildings but lease from GSA. OPM will continue to invest in efficiency improvements at the two Federally owned buildings where we have delegated responsibility.	10% of utility budget will be invested annually.
Use remote building energy performance assessment auditing technology	No	OPM will explore using remote building energy performance auditing technology; however, this is not one of OPM's top five strategies at this time.	
Participate in demand management programs.	Yes	We currently participate in a curtailment program at the TRB and are looking to expand this program to our FEI campus.	Current and ongoing Plan to get FEI into the program by summer of FY17.
Incorporate Green Button data access system into reporting, data analytics, and automation processes.	No	Green Button data access system is not available to our facilities at this time.	
Redesign interior space to reduce energy use through daylighting, space optimization, and sensors and control systems.	Yes	(1)In the current ESPC project we are installing daylight harvesting throughout the building. (2)Integrating BAS system with the lighting system to use the occupancy sensors to control the VAV's. (3)Implementing space optimization through the GSA Freeze the Footprint	Current and ongoing Plan to have the daylight harvesting installed and commissioned by July 2016

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify opportunities to transition test-bed technologies to achieve energy reduction goals.	Yes	As proven test-bed technologies become available, we will explore implementation within our facilities to achieve sustainable building goals.	Complete annual review/research for available opportunities.
Follow city energy performance benchmarking and reporting requirements.	No	OPM is committed to meet all federal, state, and local requirements for energy performance benchmarking and reporting requirements; however, this is not one of OPM top five strategies at this time.	
Install and monitor energy meters and sub-meters.	No	Advanced utility meters have already been installed.	
Collect and utilize building and facility energy use data to improve building energy management and performance.	Yes	OPM will continue to implement and/or utilize energy management systems (EMSs) at OPM operated – delegated leased facilities to collect and utilize data to improve building energy management and performance	OPM will continue to use third party to collect and analyze utility data. Results from will be used improve performance wherever feasible.
Ensure that monthly performance data is entered into the EPA ENERGY STAR Portfolio Manager.	Yes	Upload facilities utility data to EPA Energy Star Portfolio Manager repository.	Upload and review monthly for anomalies.

Building Efficiency, Performance, and Management Goal

Section 3(h) of E.O. 13693 states that agencies will improve building efficiency, performance, and management and requires that agencies identify a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target. OPM's 2025 target is 0%.

**Guiding Principles for Sustainable Federal Buildings**

Section 3(h) of E.O. 13693 also states that agencies will identify a percentage, by number or total GSF, of existing buildings above 5,000 GSF that will comply with the *Guiding Principles for Sustainable Federal Buildings (Guiding Principles)* by FY 2025.

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OPM's FY 2025 target is 0% of 2 buildings or 1,010 gsf. Please note – OPM does not own any building, and *all leasing solicitations are done through GSA*.

(Agencies' 2025 targets should be at least 10% higher than current (2015) level of achievement.)

Chart: Percent of Buildings Meeting the Guiding Principles

OPM Percent of Buildings Meeting the Guiding Principles
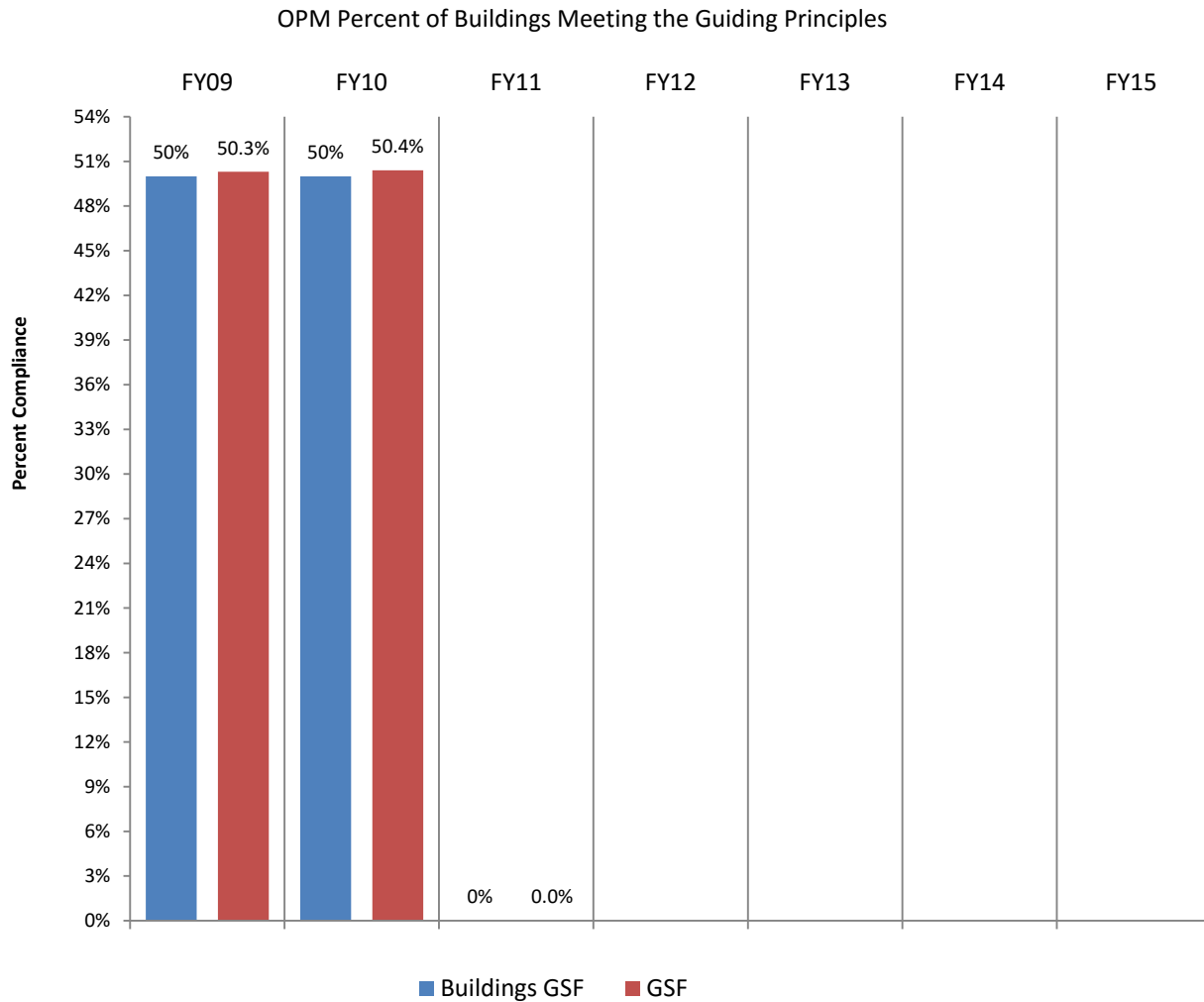
OPM has been exempted from the Sustainable Building category due to non-ownership of facilities and all leasing solicitations are done through GSA.

Sustainable Buildings Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings.	Yes	OPM does not have the authority to construct new Federal buildings. In the event of new Federal construction that would accommodate OPM, GSA would be the lead Agency responsible for this goal; however, OPM will include climate resilient management into the operation, repair and renovation of our three delegated leased facilities.	Review policy requirements annually and update as needed.
In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit.	N/A	OPM does not have authority to lease space. All OPM leasing is coordinated through GSA, and as such GSA would have responsibility for this goal. OPM will work with GSA to ensure this is considered.	OPM is committed to working with GSA in the event new facilities are constructed, or new leases are awarded, in order to optimize sustainable space utilization.
Ensure all new construction of Federal buildings greater than 5,000 GSF that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030.	N/A	OPM does not have the authority to construct new Federal buildings. In the event of new Federal construction that would accommodate OPM, GSA would be the lead Agency responsible for this goal.	OPM is committed to working with GSA in the event new Federal construction occurs where OPM may be a possible tenant.
Include criteria for energy efficiency as a performance specification or source selection evaluation factor in all new agency lease solicitations over 10,000 rentable square feet.	Yes	OPM does not have authority to lease space. All OPM leasing is coordinated through GSA, and as such GSA would have responsibility for this goal. OPM will work with GSA to ensure this is considered for lease solicitations over 10,000 rentable square feet.	OPM will review all leasing solicitations annually to ensure this is considered.

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Incorporate green building specifications into all new construction, modernization, and major renovation projects.	Yes	In the event of new Federal construction, modernization, and major renovation project that would accommodate OPM, GSA would be the lead Agency responsible for this goal. OPM will ensure green building specifications are appropriately included.	OPM will continue to incorporate green building specifications into all new construction, modernization and major renovation projects.
Implement space utilization and optimization practices and policies.	Yes	OPM completed Office Space Design Standards in March 2016, in which a utilization rate (U/R) cap has been established for all projects. This will optimize efficiency in the assignment of space throughout OPM.	OPM will fully implement the Design Standard for all new assignments of space, and will apply it to renovation projects in existing space.
Implement programs on occupant health and well-being in accordance with the *Guiding Principles.*	Yes	OPM will improve on and continue to provide programs that will enhance occupant health and wellness. Such programs include convenient access to healthy dining options, potable water, daylight, plants and exterior views.	(1)Review existing programs annually and update as needed.

Goal 3: Clean & Renewable Energy

Clean Energy Goal

E.O. 13693 Section 3(b) requires that, at a minimum, the percentage of an agency's total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10% in FY 2016-17; 13% in FY 2018-19; 16% in FY 2020-21; 20% in FY 2022-23; and 25% by FY 2025.

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Renewable Electric Energy Goal

E.O. 13693 Section 3(c) requires that renewable energy account for not less than 10% of total electric energy consumed by an agency in FY 2016-17; 15% in FY 2018-19; 20% in FY 2020-21; 25% in FY 2022-23; and 30% by 2025.

Chart: Use of Renewable Energy as a Percentage of Total Electric Energy

RE Year	Bonus Credit for On-site Renewable Energy (MWh)	REC Purchases (Off - Site)MWh	Electricity Purchases and Agency Owned (Off-site)MWh	Agency Owned (On-site)MWh	RE as a Percentage of Electricity Consumed
FY08	0	0	0	0	0
FY09	0	0	0	0	0
FY10	0	0	845	0	3.7%
FY11	0	0	797	0	3.6%
FY12	75	0	1,110	75	6.1%
FY13	117	1,644	1,452	117	17.5%
FY14	118	1,644	1,408	118	17.7%
FY15	118	1,644	1323	118	19.0%

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Clean and Renewable Energy Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Include in DoD accounting, fulfillment of the requirements of DoD goals under section 2852 of the National Defense Authorization Act of 2007.	N/A	Does not apply to OPM	
Install agency-funded renewable on-site and retain corresponding renewable energy certificates (RECs).	Yes	OPM has already implemented this option and retained corresponding (RECs); however, we are exploring phase II of an existing ESPC which will include additional generation of power.	Determination will be made within the next fiscal year.
Contract for the purchase of energy that includes installation of renewable energy on or off-site and retain RECs or obtain replacement RECs.	Yes	OPM will continue to participate in the GSA Area wide Power Purchase Agreement. 10% of power purchased is renewable energy.	Review and assess OPMs renewable energy portfolio annually and make adjustments as needed in order to meet goals.
Purchase electricity and corresponding RECs or obtain equal value replacement RECs.	Yes	OPM will continue to prioritize direct purchase of renewable energy in combination with RECs where on-site renewable energy generation is not feasible.	Continue to apply a combination of direct renewable electricity purchases and REC purchases to ensure that at least 10% of total electricity consumed by OPM annually comes from renewable sources.
Purchase RECs to supplement installations and purchases of renewable energy, when needed to achieve renewable goals.		OPM will continue to purchase RECs to satisfy its renewable energy requirement when needed to achieve renewable energy goals.	Purchase RECs to ensure that at least 10% of total electricity consumed by OPM annually comes from renewable sources
Install on-site thermal renewable energy and retain corresponding renewable attributes or obtain equal value replacement RECs.	No	OPM has already explored this option.	
Install on-site combined heat and power processes.	Yes	OPM will continue to explore opportunities to deploy combined heat and power ECM at its headquarters building in phase II of the current ESPC.	Study will be completed by October 2016.

2016 Strategic Sustainability Performance Plan

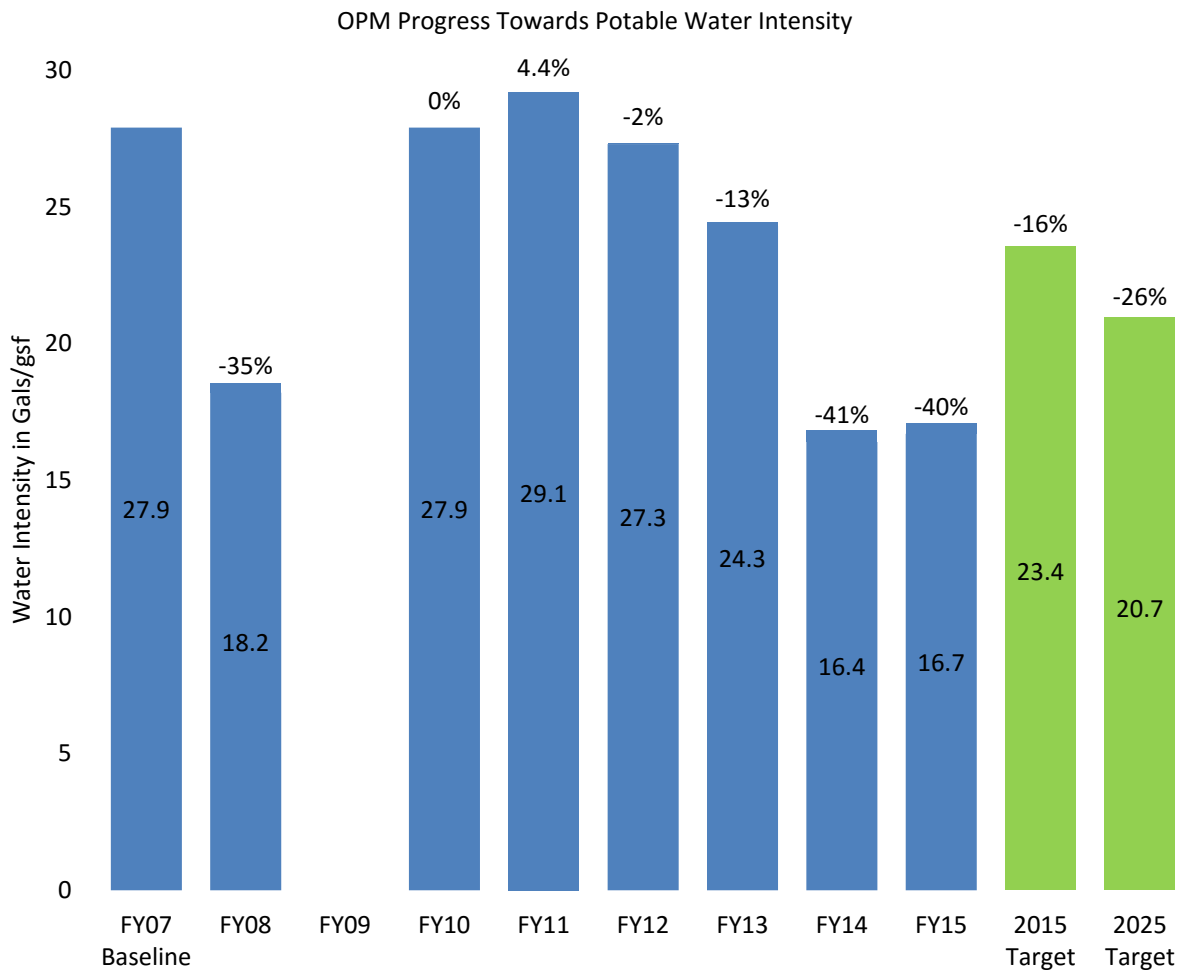| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify opportunities to install on-site fuel cell energy systems.	No	Currently, installation of fuel cell energy system is not cost effective at OPM facilities.	
Identify opportunities to utilize energy that includes the active capture and storage of carbon dioxide emissions associated with energy generation.	No	N/A	
Identify and analyze opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites.	No	N/A	
Identify opportunities to utilize energy from small modular nuclear reactor technologies.	No	N/A	

Goal 4: Water Use Efficiency & Management

Potable Water Consumption Intensity Goal

E.O. 13693 Section 3(f) states that agencies must improve water use efficiency and management, including stormwater management, and requires agencies to reduce potable water consumption intensity, measured in gallons per square foot, by 2% annually through FY 2025 relative to an FY 2007 baseline. A 36% reduction is required by FY 2025.

Industrial, Landscaping and Agricultural (ILA) Water Goal

E.O. 13693 section 3(f) also requires that agencies reduce ILA water consumption, measured in gallons, by 2% annually through FY 2025 relative to a FY 2010 baseline.

Chart: Progress Toward the Potable Water Intensity Reduction Goal

OPM Progress Towards Potable Water Intensity

Water Use Efficiency & Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install green infrastructure features to assist with storm and wastewater management.	No	OPM will continue to support green infrastructure features; however, this is not one of the Departments top five priorities at this time	
Install and monitor water meters and utilize data to advance water conservation and management.	Yes	OPM will continue to analyze monthly water consumption data collected at the facility and sub-meter levels for anomalies.	Analyze monthly water consumption use.
Install high efficiency technologies, e.g. WaterSense fixtures.	Yes	Continue to replace water fixtures with water efficient ones at several sites.	Perform annual assessment
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost.	No	This is not one of OPM's top strategies.	
Minimize outdoor water use and use alternative water sources as much as possible.	Yes	We use indigenous plants in our landscaping to conserve water.	(1) Plant vegetation with low water requirements; (2) use weather sensing irrigation; (3)Review process annually and update as needed.
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	Yes	Feasibility study will be performed on HVAC system to reclaim condensate for reuse in cooling towers.	Complete study by end of FY 2017.
Install advanced meters to measure and monitor potable and ILA water use.	No	This has been addressed above.	
Develop and implement programs to educate employees about methods to minimize water use.	Yes	In addition to recommended BMP, OPM is also working with our green team to develop education programs and awareness flyers to conserve water.	Complete and implement by the end of FY 2017.

2016 Strategic Sustainability Performance Plan

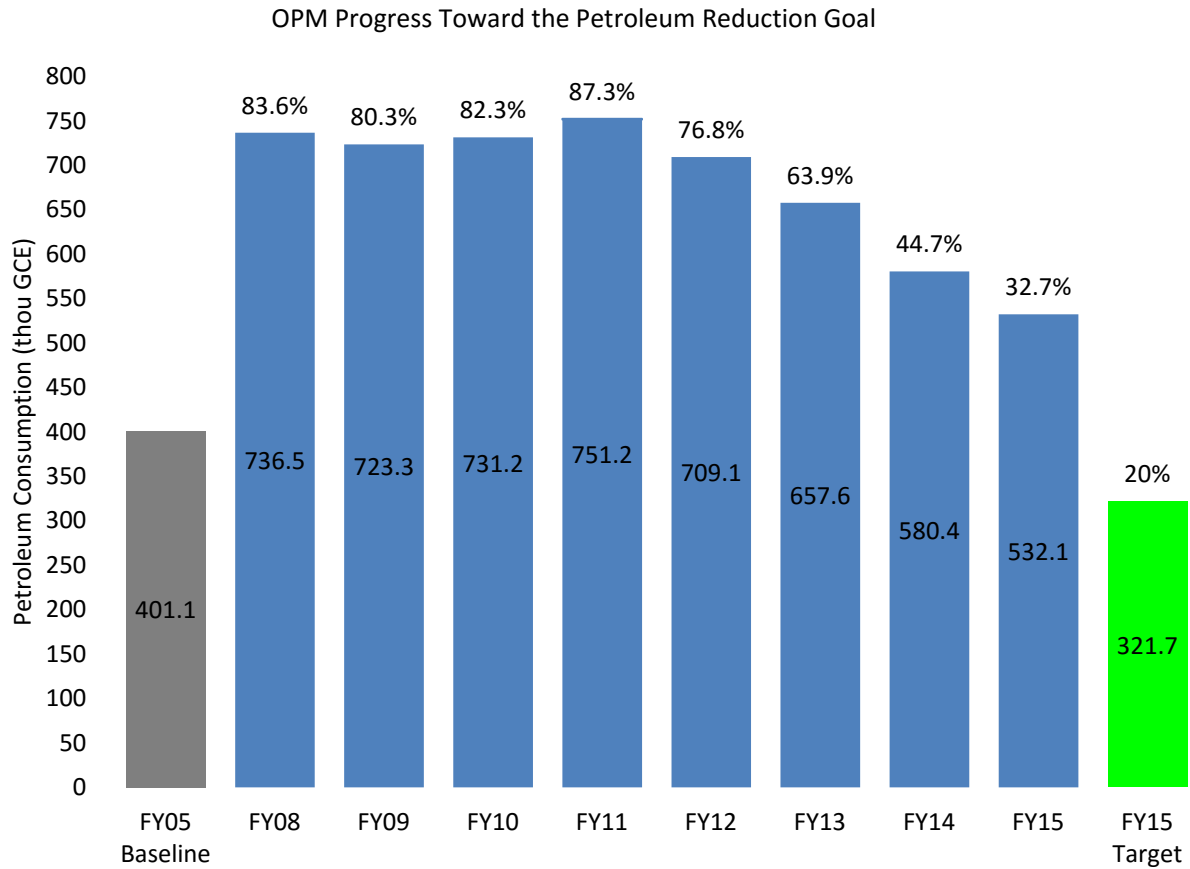| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may impact energy use.	Yes	As part of risk analysis and effects of climate change and other emergencies that may impair the agency's ability to achieve its mission, OPM is currently assessing alternatives and continuously working with GSA in order to minimize such impacts.	(1)Complete feasibility study of CHP at TRB by the December 31, 2016. (2) Complete alternate source of water study at the TRB, Macon and FEI campus by January 2017.
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	No	This is not feasible due to site location of OPMs facilities.	
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	No	This is not feasible due to site location of OPMs facilities.	
Ensure that planned energy efficiency improvements consider associated opportunities for water conservation.	Yes	OPM will ensure all energy and water assessment at its facilities will include opportunities for water conservation. Implementation of recommended efficiency improvements will follow suite.	Perform annual assessments.
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption	No		

Goal 5: Fleet Management

Fleet Petroleum Use Reduction Goal

E.O. 13514 and the Energy Independence and Security Act of 2007 (EISA) required that by FY 2015 agencies reduce fleet petroleum use by 20% compared to a FY 2005 baseline.

Chart: Progress Toward the Petroleum Reduction Goal

OPM Progress Toward the Petroleum Reduction Goal

Year	Petroleum Consumption (thou GCE)	Percent
FY05 Baseline	401.1	
FY08	736.5	83.6%
FY09	723.3	80.3%
FY10	731.2	82.3%
FY11	751.2	87.3%
FY12	709.1	76.8%
FY13	657.6	63.9%
FY14	580.4	44.7%
FY15	532.1	32.7%
FY15 Target	321.7	20%

Fleet Alternative Fuel Consumption Goal

Agencies should have exceeded an alternative fuel use that is at least 5% of total fuel use. In addition, E.O. 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, required that agencies increase total alternative fuel consumption by 10% annually from the prior year starting in FY 2005. By FY 2015, agencies must have increased alternative fuel use by 159.4%, relative to FY 2005.

In FY 2015, OPM's use of alternative fuel equaled 0.2% of total fuel use. OPM has increased its alternative fuel use by 119% since FY 2005.

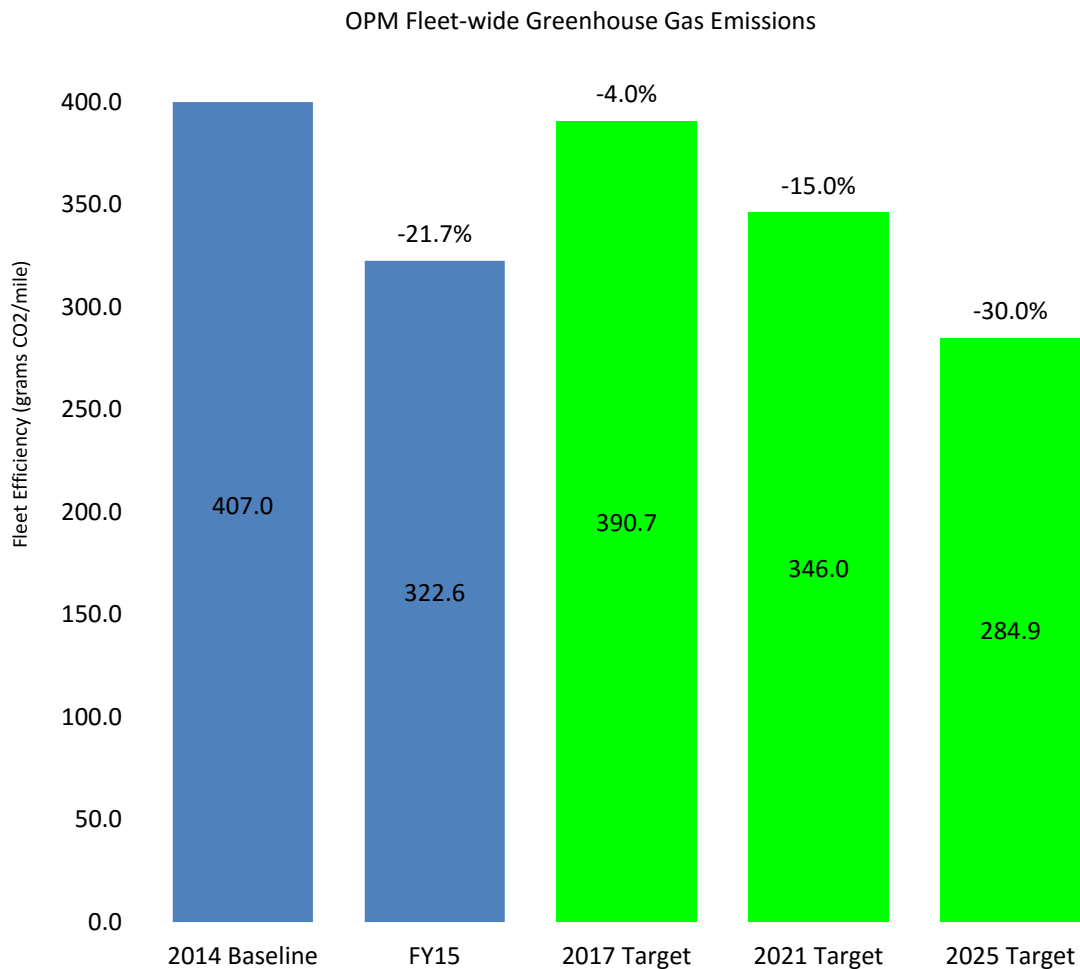## 2016 Strategic Sustainability Performance Plan

(Agencies that have not exceeded 5% of total fuel should address strategies to increase alternative fuel use in the sections below).

Fleet Per-Mile Greenhouse Gas (GHG) Emissions Goal

E.O. 13693 Section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. E.O. 13693 section 3(g)(ii) requires agencies to reduce fleet-wide per-mile GHG emissions from agency fleet vehicles relative to a FY 2014 baseline and sets new goals for percentage reductions: not less than 4% by FY 2017; not less than 15 % by FY 2020; and not less than 30% by FY 2025.

E.O. 13693 Section 3(g)(i) requires that agencies determine the optimum fleet inventory, emphasizing eliminating unnecessary or non-essential vehicles. The Fleet Management Plan and Vehicle Allocation Methodology (VAM) Report are included as appendices to this plan.

Chart: Fleet-wide Per-mile GHG Emissions

OPM Fleet-wide Greenhouse Gas Emissions

Category	Value	% Change
2014 Baseline	407.0	
FY15	322.6	-21.7%
2017 Target	390.7	-4.0%
2021 Target	346.0	-15.0%
2025 Target	284.9	-30.0%

Fleet Efficiency (grams CO2/mile)

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Fleet Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Collect and utilize agency fleet operational data through deployment of vehicle telematics.	Yes	1) OPM will continue to take advantage of any data gathering technology available.	Based on availability of funding, OPM will take advantage of vehicle telematics in the upcoming fiscal years.
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management Information System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system.	Yes	OPM's fleet comprises of 99.9% lease and 0.01% owned. Twice per year OPM requests inventory data for leases from GSA Drive-thru. This data is uploaded into the agency's FMIS and used for reporting purposes.	OPM will use data requests and the agency FMIS to update the DOE FAST system, GSA FMVRS, and DOE FleetDash system monthly, quarterly, semiannually or annually as appropriate.
Increase acquisitions of zero emission and plug-in hybrid vehicles.	No	Charging and fueling infrastructures to accommodate these types of vehicles are not available at this time.	*(Metric should indicate number or percentage of vehicles.)*
Issue agency policy and a plan to install appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology.	Yes	(1) Assessment of OPMs site locations to determine feasibility of charging and refueling infrastructure. (1)Develop and implement agency wide charging policy and refueling infrastructure.	(1) Complete assessment by December 2016. (2) Develop draft charging and fuel infrastructure policy by February 2017. (3) Issue agency policy and plan before end of FY2017
Optimize and right-size fleet composition, by reducing vehicle size, eliminating underutilized vehicles, and acquiring and locating vehicles to match local fuel infrastructure.	Yes	OPM will continue to review, right- size fleet composition, locating vehicle to match local fuel infrastructure and eliminate underutilized vehicles when possible.	Eliminate all underutilized vehicles (when appropriate) and balance the fleet needs in order to accomplish the Agency's mission annually. Continue to monitor fuel usage and provide guidance (as needed) to maintain alternative fuel usage and missed opportunities.
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	Use FleetDASH to reduce missed opportunities to use alternative fuel in GSA leased vehicles.	Run FleetDash missed opportunity report twice per year.

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use a FMIS to track real-time fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	No	This is not one of OPMs top strategies at this time.	
Implement vehicle idle mitigation technologies.	No	This is not one of OPMs top strategy.	
Minimize use of law enforcement exemptions by implementing GSA Bulletin FMR B-33, *Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets.*	No	This is not one of OPMs top strategy.	
Where State vehicle or fleet technology or fueling infrastructure policies are in place, meet minimum requirements.	Yes	Analyze available fleet technology or fueling infrastructure policies where vehicles are located and ensure minimum requirements are met.	Complete analysis by December of 2016.
Establish policy/plan to reduce miles traveled, e.g. through vehicle sharing, improving routing with telematics, eliminating trips, improving scheduling, and using shuttles, etc.	No	Vehicle sharing is not feasible due to the unique traveling required by OPM investigators.	

Goal 6: Sustainable Acquisition

Sustainable Acquisition Goal

E.O. 13693 section 3(i) requires agencies to promote sustainable acquisition by ensuring that environmental performance and sustainability factors are considered to the maximum extent practicable for all applicable procurements in the planning, award and execution phases of acquisition.

Biobased Purchasing Targets

The Agricultural Act of 2014 requires that agencies establish a targeted biobased-only procurement requirement. E.O. 13693 section 3(iv) requires agencies to establish an annual target for increasing the number of contracts to be awarded with BioPreferred and biobased criteria and the dollar value of BioPreferred and biobased products to be delivered and reported under those contracts in the following fiscal year.

For FY 2017, the Office of Personnel Management has established a target of 14 contracts and $6,299,155 in products to be delivered.

Note: to meet the requirement of the Agricultural Act of 2014 (2014 Farm Bill), all agencies should include targets, even if they achieved 95% biobased purchasing compliance in FY 2015.

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Chart: Percent of Applicable Contracts Containing Sustainable Acquisition Requirements

OPM Percent of Applicable Contracts Containing Sustainable Acquisition Requirements
(FY 2015 Goal: 95%)

Without Requirements
4(9.8%)

Contains Requirements
37(90.2%)
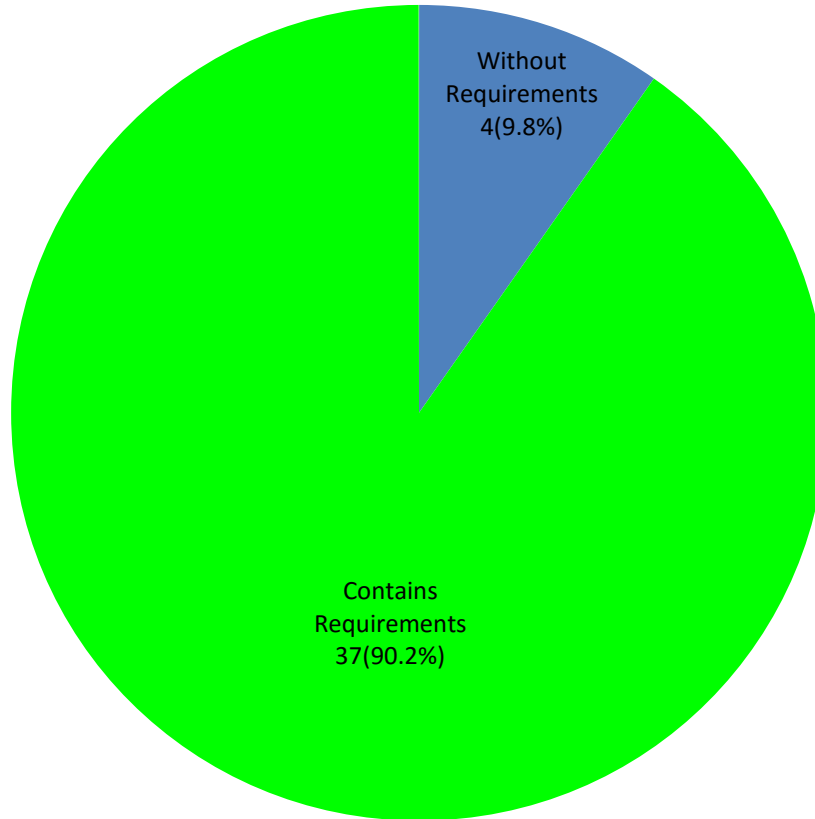
(Note that the sustainable acquisition progress chart will outline contract compliance for FY 2015, quarters 1, 2, 3, and 4, based on review of 5% of applicable contracts. In future SSPPs, FPDS data will also be used to demonstrate inclusion of sustainability criteria in procurements.)

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Sustainable Acquisition Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Establish and implement policies to meet statutory mandates requiring purchasing preference for recycled content products, ENERGY STAR qualified and FEMP-designated products, and Biopreferred and biobased products designated by USDA.	Yes	We intend to purchase products in designated product categories with the highest content of recovered material. We will utilize EPA's Comprehensive Procurement Guidelines (CPG), which provides detailed specifications, definitions and required percentages of recovered material for designated product categories. We also intend to purchase electronic equipment with a standby power level of 1 watt or less (including ENERGY STAR and FEMP-designated electronics), if the lower-wattage product is life cycle cost effective and if the performance of the product is not compromised.	We will ensure contract compliance to meet the statutory mandates by including the applicable FAR clauses and ensure the relevant agency specifications include information on the EPA's Comprehensive Procurement Guidelines. We will monitor compliance via quarterly contract compliance reviews. We will also review and update the green procurement plan to address these purchasing preferences. .
Establish and implement policies to purchase sustainable products and services identified by EPA programs, including SNAP, WaterSense, Safer Choice, and Smart Way.	No	Based on the products and services procured by OPM, this is not a priority strategy for FY17	
Establish and implement policies to purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA.	Yes	We intend to purchase environmentally preferable products or services that meet or exceed specifications, standards, or labels recommended by EPA. We will identify applicable specifications when it is determined that environmentally preferable criteria apply to a procurement.	We will include the applicable FAR clauses and ensure the relevant agency specifications include information on environmentally preferable products and services. We will monitor compliance via quarterly contract compliance reviews. We will also review and update the green procurement plan to address these purchasing preferences

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use Category Management Initiatives and government-wide acquisition vehicles that already include sustainable acquisition criteria.	Yes	We intend to utilize Category Management Initiatives and government-wide acquisition vehicles that already include sustainable acquisition criteria. For example, this includes, but is not limited to category management initiatives for laptop and desktop purchases (OMB Memo M-16-02) and utilization of Federal Strategic Sourcing Initiative (FSSI) contracts for print management and office supplies.	We will conduct training for acquisition staff, including purchase card holders, regarding these initiatives and acquisition vehicles available for use, and the applicable sustainable acquisition requirements.
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases.	Yes	We will ensure that contractors meet this reporting requirement to facilitate agency efforts to accurately track and increase biobased purchasing.	
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher.	No	OPM will continue to reduce copier and printing paper use, employ electronic commerce methods, and encourage double-sided printing and copying which will also reduce paper use. OPM will continue to purchase copier and printing paper with a minimum of 30% postconsumer recycled content. Since these are actions that have been implemented and will continue, it will not be a priority in FY17 to employ additional initiatives or strategies so that the agency can focus on other sustainable priorities.	

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify and implement corrective actions to address barriers to increasing sustainable acquisitions.	Yes	We will identify specific corrective actions based on the results of quarterly contract reviews. In addition to annual sustainable acquisition training for acquisition staff, we will develop additional training to address specific barriers when needed. Biobased purchasing will be emphasized by including at least 50% of all new applicable service contracts in the quarterly contract reviews (applicability based on the OMB recommendations of Product Service Codes to focus reviews on acquisitions likely to have sustainability requirements).	We will complete quarterly contract reviews and report the results to acquisition staff and supervisors. We will also review existing training modules, develop a training plan, and conduct training by May 2017. Training will be completed via existing training modules via GSA Online University as well as internal OPM-specific training.
Improve quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS).	Yes	We will identify specific actions to improve the quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS) based on the results of FPDS verification and validation (V&V) reviews.	Based on the findings of the FPDS V&V reviews, we will conduct training for the acquisition staff and supervisors, targeting the sustainable acquisition data categories within FPDS to ensure improved reporting quality in FY17.

2016 Strategic Sustainability Performance Plan

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Incorporate compliance with contract sustainability requirements into procedures for monitoring contractor past performance and report on contractor compliance in performance reviews.	No	OPM is currently in the process of updating policies and procedures, which includes compliance with the FAR regarding contractor past performance evaluations. Reporting on contractor compliance with regard to sustainability requirements will be addressed in these revised procedures; however it is not anticipated to be fully implemented in FY17.	
Review and update agency specifications to include and encourage products that meet sustainable acquisition criteria.	Yes	We will review and update the relevant agency specifications to include and encourage biobased and other designated green products. We will review and update the green procurement plan to ensure these product categories are included within the agency plan.	After the relevant specifications are reviewed and updated, and the requirements are incorporated into the green procurement plan, we will conduct training for acquisition staff on the updated green procurement plan by May 2017
Identify opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	No	Based on the products and services procured by OPM, this is not a priority strategy for FY17.	

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Goal 7: Pollution Prevention & Waste Reduction

Pollution Prevention & Waste Reduction Goal

E.O. 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention and to annually divert at least 50% of non-hazardous construction and demolition debris. Section 3(j)(ii) further requires agencies to divert at least 50% of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

Reporting on progress toward the waste diversion goal will begin with annual data for FY 2016.

Pollution Prevention & Waste Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023).	N/A	Agency does not perform any activities that falls within the requirements of EPCRA.	
Reduce or minimize the quantity of toxic and hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets.	Yes	OPM will continue to inventory in an effort to reduce, eliminate or replace with environmentally acceptable ones as appropriate.	
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	Yes	Continue to eliminate, reduce, or recover refrigerants and other fugitive emissions.	OPM will attempt to capture all refrigerants during routine operations and maintenance of equipment. Ensure on-site equipment is permitted and is operated by licensed personnel to ensure appropriate recovery operations.
Reduce waste generation through elimination, source reduction, and recycling.	Yes	(1)Continue to monitor solid waste and recycling generated. (2)We will continue to educate new employees on the 3 R's of waste management. All of our solid waste has been going to a waste to energy facility for incineration.	

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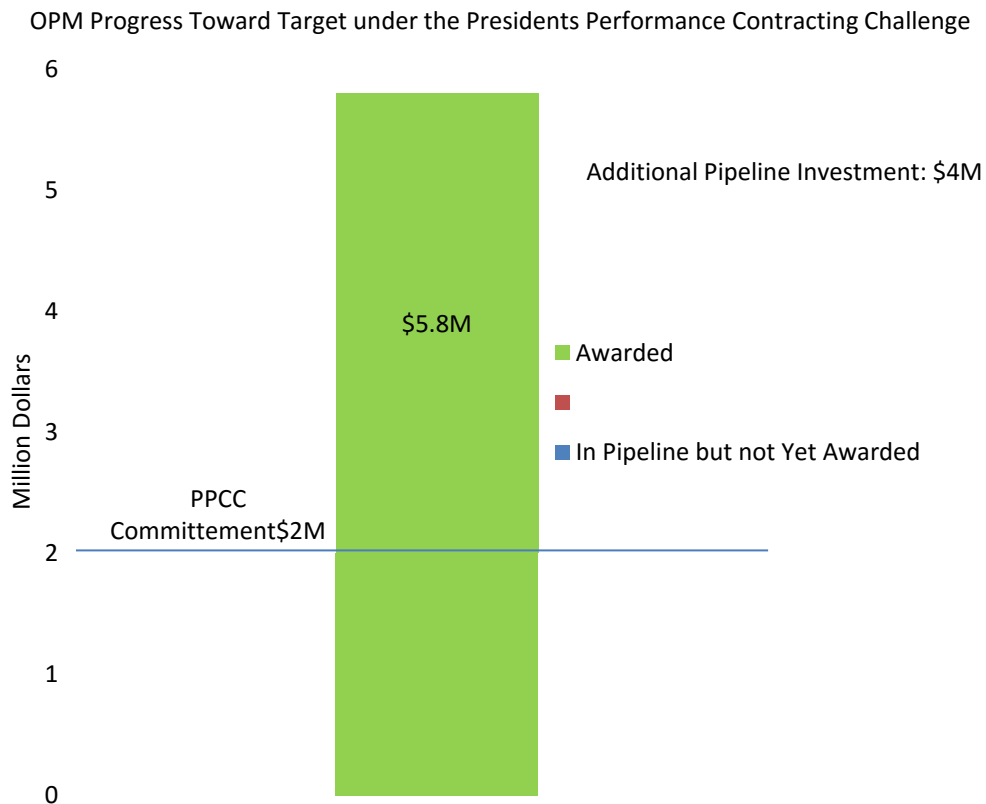| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials.	Yes	OPM will continue to use integrated pest management practices and plant indigenous plants in our landscaping in an effort to reduce and eliminate the use of toxic harmful to the environment.	Review policy, inventory and use of chemicals annually and update as needed.
Develop or revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	OPM will revise Agency Chemicals Inventory Plans and continue to utilize equivalent biobased substitutions upon availability where applicable.	Revise Agency Chemicals Inventory Plan annually and update as appropriate.
Inventory current HFC use and purchases.	No	This is an annual requirement by law and already been done.	
Require high-level waiver or contract approval for any agency use of HFCs.	N/A	N/A	N/A
Ensure HFC management training and recycling equipment are available.	No	This is not one of the agency top strategies since it is mandatory by federal and state laws that personnel who handle HFCs are required to be certified and HFC recycling equipment is available.	

Goal 8: Energy Performance Contracts

Performance Contracting Goal

E.O. 13693 section 3(k) requires that agencies implement performance contracts for Federal buildings. E.O. 13693 section 3(k)(iii) also requires that agencies provide annual agency targets for performance contracting. OPM's commitment under the President's Performance Contracting Challenge is $5.8M in contracts awarded by the end of calendar year 2016. OPM's targets for the next two fiscal years are:

> FY 2017: $3.5M
> FY 2018: $0

OPM is in the process of amending the existing ESPC to include phase 2. The goal is to implement a combined heat and power (CHP) at its headquarters facility which will provide redundant/base electrical power. Project cost price in not available at this time since we are in the preliminary assessment phase, but we anticipate an approximate cost of $3.5M

Chart: Progress Toward Target under the President's Performance Contracting Challenge

OPM Progress Toward Target under the Presidents Performance Contracting Challenge

Additional Pipeline Investment: $4M

$5.8M

■ Awarded

■

■ In Pipeline but not Yet Awarded

PPCC Committement$2M

Million Dollars

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Performance Contracting Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Utilize performance contracting to meet identified energy efficiency and management goals while deploying life-cycle cost effective energy and clean energy technology and water conservation measures.	Yes	OPM will continue to use performance contracting to meet identified energy efficiency goals.	Review and modify existing ESPC contract to include optional ECMs that were not included in the TO due to lack of funding. Complete by January 2017.
Fulfill existing agency target/ commitments towards the PPCC by the end of CY16.	No	OPM has met and exceeded the performance contracting commitments towards the $4 billion goal.	N/A
Evaluate 25% of agency's most energy intensive buildings for opportunities to use ESPCs/UESCs to achieve goals.	Yes	OPM will perform virtual energy and water assessment including retro commissioning at its covered facilities in FY2017.	Complete assessment by the September 2017.
Prioritize top ten portfolio wide projects which will provide greatest energy savings potential.	No	This action has already been accomplished.	N/A
Identify and commit to include onsite renewable energy projects in a percentage of energy performance contracts.	No	Based on the results of the investment grade audit, there are no economically feasible renewable energy projects.	N/A
Submit proposals for technical or financial assistance to FEMP and/or use FEMP resources to improve performance contracting program.	No	OPM's project has already been awarded	N/A
Work with FEMP/USACE to cut cycle time of performance contracting process, targeting a minimum 25% reduction.	No	OPM's project already been awarded	N/A
Ensure agency legal and procurement staff are trained by the FEMP ESPC/UESC course curriculum.	Yes	OPM sustainability manager will ensure Legal and procurement staff is trained by the FEMP referenced resources for future ESPC.	Include training in early phase of project development. Retrain annually as needed.

Goal 9: Electronics Stewardship & Data Centers

Electronics Stewardship Goals

E.O. 13693 Section 3(l) requires that agencies promote electronics stewardship, including procurement preference for environmentally sustainable electronic products; establishing and implementing policies to enable power management, duplex printing, and other energy efficient or environmentally sustainable features on all eligible agency electronic products; and employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

Agency Progress in Meeting Electronics Stewardship Goals

If your agency cannot track performance agency-wide, do not fill in a percentage. Instead, under status, note "(Agency) does not have agency-wide systems in place to track performance for this goal."

Procurement Goal:
At least 95% of monitors, PCs, and laptops acquired meets environmentally sustainable electronics criteria (EPEAT registered).

FY 2015 Progress: 100%

Power Management Goal:
100% of computers, laptops, and monitors have power management features enabled.

FY 2015 Progress: 99.8% of equipment has power management enabled.
                       0% of equipment has been exempted.

End-of-Life Goal:
100% of electronics disposed using environmentally sound methods, including GSA Xcess, Computers for Learning, Unicor, U.S. Postal Service Blue Earth Recycling Program, or Certified Recycler (R2 or E-Stewards).

FY 2015 Progress: 100%

Data Center Efficiency Goal

E.O. 13693 Section 3(a) states that agencies must improve data center efficiency at agency facilities, and requires that agencies establish a power usage effectiveness target in the range of 1.2-1.4 for new data centers and less than 1.5 for existing data centers.

2016 Strategic Sustainability Performance Plan

Electronics Stewardship Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use government-wide strategic sourcing vehicles to ensure procurement of equipment that meets sustainable electronics criteria.	Yes	OPM is currently using the GSA's Federal Strategic Sourcing Initiative (FSSI) to procure some of its electronic services. FSSI will be deployed throughout the agency as the need arise.	Review, measure, and improve annually.
Enable and maintain power management on all eligible electronics; measure and report compliance.	Yes	Power management and other environmental preferable options and features are enabled on all eligible electronics.	(1)During the next 12 months and beyond, we will ensure all new electronic acquisition meet environmental preferred standard. (2) All newly acquired eligible electronics will be tracked for compliance.
Implement automatic duplexing and other print management features on all eligible agency computers and imaging equipment; measure and report compliance.	Yes	(1) Automatic duplexing, and other environmental preferable options and features are mandatory when acquiring printing and imaging devices. (2) Print management policy has been staffed and awaiting CIOs approval in order to fully implement print management at the network level.	We have ensured acquisition of 100% on duplex ready printers across agency. In the next 6 months, we will continue proposing managing to enforce default duplexing printing on all eligible imaging devices.
Ensure environmentally sound disposition of all agency excess and surplus electronics, consistent with Federal policies on disposal of electronic assets, and measure and report compliance.	Yes	Revise agency policy and practices that direct all excess equipment to ensure compliance, OPM's current policies and practices direct all excess equipment to GSAXcess, Computers for Learning, or recycling by Unicor.	OPM has achieved 100% compliance in this area. We will continue using these as our preferred methods to dispose of electronics.

2016 Strategic Sustainability Performance Plan

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Improve tracking and reporting systems for electronics stewardship requirements through the lifecycle: acquisition and procurement, operations and maintenance, and end-of-life management.	Yes	Implement mandatory sustainable requirements into all qualified EIT purchases. This phase is monitored via IT Procurement Authorization tracking system. OPM also use Remedy to manage operation, maintenance and EOL process.	OPM will continue utilize existing tools to track, report, on all EIT stewardship requirements.

Data Center Efficiency Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop, issue and implement policies, procedures and guidance for data center energy optimization, efficiency, and performance.	Yes	OPM OCIO strongly endorses this strategy and sees the move to new data centers as the way to accomplish the strategy.	Over the next three years, OCIO will be consolidating all existing data centers. By the end of FY16, it is expected that 40% of General Support Systems will be moved to new environment (excludes Investigation systems and Mainframe). By the end of FY18, all systems will be moved.
Install and monitor advanced energy meters in all data centers (by fiscal year 2018) and actively manage energy and power usage effectiveness.	Yes	Due to cost effectiveness and in an effort to meet current data center criterion, OPM is moving to external data centers built to industry best standards.	OPMs OCIO plans to complete consolidation of all data centers by the end of FY18.
Minimize total cost of ownership in data center and cloud computing operations.	Yes	One of OPMs OCIO top strategy is to move to external data centers that are built to industry best standards that will exploit virtualization to minimize the energy usage.	OPMs OCIO plans to complete consolidation of all data centers by the end of FY18.

2016 Strategic Sustainability Performance Plan

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify, consolidate and migrate obsolete, underutilized and inefficient data centers to more efficient data centers or cloud providers; close unneeded data centers.	Yes	OPM is moving to external data centers built to industry best standards that will exploit virtualization to minimize the energy usage.	OPMs OCIO plans to complete consolidation of all data centers by the end of FY18.
Improve data center temperature and air-flow management to capture energy savings.	Yes	Since OPM is moving to external data centers built to industry best standards, we will ensure temperature and air-flow management is followed	Bi-annual measurement of air-flow and temperature of racks for comparison.
Assign certified Data Center Energy Practitioner(s) to manage core data center(s).	Yes	OPM will ensure the new data centers are completely certified following Federal and industries best standards.	CIO will track certification of core Data center Energy Practitioners annually.

Goal 10: Climate Change Resilience

E.O. 13653, *Preparing the United States for the Impacts of Climate Change*, outlines Federal agency responsibilities in the areas of supporting climate resilient investment; managing lands and waters for climate preparedness and resilience; providing information, data and tools for climate change preparedness and resilience; and planning.

E.O. 13693 Section 3(h)(viii) states that as part of building efficiency, performance, and management, agencies should incorporate climate-resilient design and management elements into the operation, repair, and renovation of existing agency buildings and the design of new agency buildings. In addition, Section 13(a) requires agencies to identify and address projected impacts of climate change on **mission critical** water, energy, communication, and transportation demands and consider those climate impacts in operational preparedness planning for major agency facilities and operations. Section 13(b) requires agencies to calculate the potential cost and risk to mission associated with agency operations that do not take into account such information and consider that cost in agency decision-making.

2016 Strategic Sustainability Performance Plan

Climate Change Resilience Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Strengthen agency *external* mission, programs, policies and operations (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	Yes	In order to strengthen Federal sustainability and Climate Change Resilience programs: (1) OPM held focus groups with subject matter experts at the on the issue of establishing a new occupational series for sustainability, as required by EO 13693. (2) OPM has been working with CEQ Office of Federal Sustainability to integrate sustainability and resilience into the Federal Executive Institute Leadership Development program, as required by EO 13693.	(1) Continue to work with CEQ to take a closer look at Federal Energy Management occupational series, key competencies, and training needs, and will be discussing with a focus group at the 2016 Energy Exchange since a new occupational series for sustainability may not be feasible. This work is expected to continue in FY2107. (2) OPM is making substantive progress on developing an education session for the LDS program in support of E.O. 13693 on sustainability goals and will launch the first session in August 2017 for LDS 425.
Update and strengthen agency *internal* mission, programs, policies, and operations to align with the Guiding Principles, including facility acquisition, planning, design, training, and asset management processes, to incentivize planning for and addressing the impacts of climate change.	Yes	(1)OPM will review and update (as needed) policies, programs and operations to align with the Guiding Principles. (2) When acquiring new leases, OPM include language to ensure GSA select sites that meet the requirements of the Guiding Principles and also address the potential impacts from climate change.	(1) Complete review and updates by February 2017.

2016 Strategic Sustainability Performance Plan

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Update emergency response, health, and safety procedures and protocols to account for projected climate change, including extreme weather events.	Yes	OPM will continue to update its emergency response plans such as Occupant Emergency Plan and the agency Continuity of Operations Plan (COOP). In developing these plans, the Emergency Action Division conducts a risk analysis, which includes climate related events such as extreme weather and emerging threats from disease.	Include evaluation of climate-related risks when plans are reviewed and updated annually.
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	Yes	OPM coordinates with Federal, regional, and local agencies on planning for extreme weather events through participation in the Metropolitan Washington Council of Governments (MWCOG) Emergency Preparedness Council.	OPM participates in MWCOG and in the annual continuity of government exercise.
Ensure that vulnerable populations potentially impacted by climate change are engaged in agency processes to identify measures addressing relevant climate change impacts.	No	This action has been completed.	N/A
Identify interagency climate tools and platforms used in updating agency programs and policies to encourage or require planning for, and addressing the impacts of, climate change.	Yes	OPM will continue to identify the latest available climate tools and platform applicable to updating the agency's programs and policies in addressing the potential effects of climate change.	OPM will conduct annual reviews of relevant programs and operations along with annual reviews of climate

Appendices:

1. Fleet Management Plan and VAM Report
2. Multi-Modal Access Plan
3. Climate Adaptation Plan

Appendix I: Acronyms

AFV	Alternative Fuel Vehicle
ARRA	American Recovery and Reinvestment Act
BPA	Blanket Purchasing Agreement
CEQ	Council on Environmental Quality
CO	Contracting Officer
CO2e	Carbon Dioxide Equivalent
COOP	Continuity of Operations Plan
COR	Contracting Officer Representative
CPARS	Contractor Performance Assessment Reports System
ECM	Energy Conservation Measure
EISA	Energy Independence and Security Act
EO	Executive Order
EPEAT	Electronic Product Environmental Assessment Tool
ESCO	Energy Services Company
ESPC	Energy Savings Performance Contract
FAST	Federal Automotive Statistical Tool
FEI	Federal Executive Institute
FEMP	Federal Energy Management Program
FY	Fiscal Year
GHG	Greenhouse Gas
GSA	General Services Administration
HFC	Hydrofluorocarbon
HVAC	Heating, Ventilation, and Cooling
M&V	Measurement and Verification
OPM	Office of Personnel Management
REC	Renewable Energy Credit

FY 2016 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
31 May2016

Developing a Fleet Management Plan is critical to an agency in defining and describing how the motor vehicle fleet serves its mission needs. A Fleet Management Plan is multi-year map of a systematic approach to vehicle acquisition, use, maintenance, refueling, and replacement. The plan should anticipate and account for changes in mission, organization, and resulting vehicle demand. The plan must establish a strategy for achieving full compliance with mandates to lower greenhouse gas (GHG) emissions, acquire alternative fueled and low greenhouse gas emitting vehicles as well as zero emission vehicles, utilize alternative fuels including bio-based fuels, incorporate telematics, convert to asset level data reporting, and reduce petroleum. The plan must also define how vehicle selection will advance sustainable acquisition, achieve maximum fuel efficiency, and limit motor vehicle body size, engine size and optional equipment to what is essential to meet the agency's mission. The plan should guide the programming of funds necessary to continue fleet operations.

This document provides the template for Executive Branch Agencies to prepare and update Fleet Management Plans to obtain an optimal fleet inventory and document the steps being taken to operate those fleets most effectively and efficiently. Agency adherence to this guidance will ensure compliance with the Executive Order 13693 requirement to prepare a Fleet Management Plan and incorporate it into the agency Annual Strategic Sustainability Performance Plan. It will also satisfy the instructions in OMB Circular A-11 entitled "Fleet Data Reporting in FAST" for a narrative section to explain and support inventory and cost data.

Instructions: Address each of the 11 areas listed below clearly and completely. Take as much space as needed. Please view this as your opportunity to tell your agency's story, to profile your agency's fleet operations, to explain its unique challenges, and to present its successes and failures. Read the introductory material carefully and address all of the questions. If something does not apply to your agency, say so; if the question misses something important that sheds light on your agency's fleet, add it. Be aware that not everyone reading your document may be a fleet expert so communicate clearly as if writing for the layman.   Please leave the questions in place along with your response.

FY 2016 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
Office of Personnel Management

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions.
(1) Briefly describe your agency's primary/core mission and how your fleet is configured to support it.
(2) Please describe the organizational structure and geographic dispersion of your fleet.
(3) Describe your agency's ancillary missions, such as administrative functions, and how your fleet supports them.
(4) Describe how vehicles are primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types.

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, equip agencies with the flexible policies and systems necessary to recruit, retain, train and manage employees; administer 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.

OPM's fleet of 1,542 vehicles consists of light duty and sedan passenger vehicles to fulfill its mission requirements. 97% of this fleet is operated by special agents assigned to FIS. Special agents are required to perform various security and background investigations vital to National Security. These investigations form the basis for awarding security clearances for military personnel, federal civilian employees and defense contractors. Annually, FIS conducts over two million background investigations which equal more than 90% of the Government's total investigations. Currently, FIS employs approximately 6,800 Investigators; 2,300 of which are full time employees and 4,500 are contractors to conduct these security investigations. FIS is divided into three main regions (Western, Central and Northern) providing coverage to Continental United States and its territories. Each region is assigned approximately 1/3 of OPM's vehicles.

(B) Description of vehicle acquisition/replacement strategies.

(1) Describe your agency's vehicle sourcing strategy and decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing the cost of owned vehicles to leased vehicles, you should compare all direct and indirect costs projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source. Note: Information on calculating indirect cost is contained in FMR Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations.
(2) Describe your agency's plans and schedules for locating AFVs in proximity to AFV fueling stations.
(3) Describe your agency's approach to areas where alternative fuels are not available and whether qualifying low greenhouse gas (LGHG) vehicles or ZEVs are being placed in such areas.
(4) EO13693 requires agencies to reduce greenhouse gas (GHG) emissions as compared to a 2014 baseline. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?
(5) EO13693 requires agencies to acquire zero emission vehicles (ZEVs) as an increasing percentage of passenger vehicle acquisitions. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?
(Note: Do not attach or provide funding documentation unless requested)

(1) Describe your agency's vehicle sourcing strategy and decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially.

During each year's vehicle replacement acquisition cycle, the Agency Fleet Manager validates all replacement requests to right-size the fleet. Supervision conducts a cost analysis to determine the best vehicle sourcing method and vehicle type. 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.

(2) Describe your agency's plans and schedules for locating AFVs in proximity to AFV fueling stations.

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. The Fleet Manager will develop an enhanced communication plan to advise and remind all mid-level approvers, Resource Officers, and FIS Special Agents in Charge (SAC), of the following link: http://www.afdc.energy.gov/locator/stations/. This link allows users to find alternative fueling stations located throughout the United States.

(3) Describe your agency's approach to areas where alternative fuels are not available and whether qualifying low greenhouse gas (LGHG) vehicles or ZEVs are being placed in such areas.

Through the coordination of GSA's FSRs who assist the vehicle users during the replacement cycle; OPM orders replacement hybrids, plug-in hybrids, LGHG, AFV, and ZEV where alternative fuels are not available.

(4) EO13693 requires agencies to reduce greenhouse gas (GHG) emissions as compared to a 2014 baseline. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?

OPM 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. Capitalizing on GSA's Office of Motor Vehicle Management program to fund incremental cost, OPM requested an additional 120 Hybrids vehicle replacements during the FY15 vehicle replacement cycle. OPM will continue to work on achieving its ultimate goal of a fleet consisting of all AFV's and qualifying low emitting vehicles.

(5) EO13693 requires agencies to acquire zero emission vehicles (ZEVs) as an increasing percentage of passenger vehicle acquisitions. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?
(Note: Do not attach or provide funding documentation unless requested)

Increasing acquisitions of zero emission and plug-in hybrid vehicles have been evaluate annually or during replacement cycles. The assessment is that great challenges and financial obstacles would need to remediate the process before we achieve a zero emission and plug-in hybrid fleet. Other factors would be FIS domicile-to-duty missions. However, we are team players and onboard with increasing our fleet with ZEVs and

plug-in hybrids. Target is to implement a test pilot for increasing acquisitions of zero emission and plug-in hybrid vehicles in some of our locations.

(C) Description of Telematics related acquisition strategies.

(1) EO13693 requires agencies to incorporate telematics into their fleet. Describe your agency's plans to meet this goal.

OPM will join the implementation of telematics. The agency understands it is a fleet efficiency management tool to collect and record vehicle operational data. The agency will plan and conduct a test pilot of telematics with a small percentage of our vehicles once funds come available.

(2) If funding is required to comply with this mandate, do you have documentation that it has been requested? (Do not attach or provide funding documentation unless requested).

Funding will be required to install and monitor telematics documentation for installation. They will be generated for FY17.

(3)   Has the agency acquired the telematics system through GSA or directly from a vendor/company? If so, provide the name of the vendor/company. Did the costs of telematics systems acquired directly from the vendor/company exceed those provided through GSA? If so, please provide rationale for the decision.

Our agency has plans to acquire telematics. We will conduct a market research to find out what are the most cost efficient and cost effective devices to purchase through GSA or through a commercial vendor.

(4) Describe the type of telematics technology installed (satellite, cellular or radio frequency identification (RFID).

Not relevant at this time.

(5) What type of telematics' features are installed in your vehicles? Check all that apply from the list below: (Note – When the form is finalized, there will be check boxes or drop down box included on the template)
GPS tracking - Fleet managers can monitor the location of their vehicles in real-time by logging on to a user accessible website.

<u>Engine diagnostics</u> - Fleet managers can have engine diagnostics reports delivered to their email showing the current condition of the vehicle, odometer readings, idle time, emissions information and speed data.

<u>Vehicle monitoring and driver identification</u> - Fleet managers can track a driver of every vehicle via the usage of key fobs for the drivers or in-vehicle devices and can track who is, or was, driving any given vehicle at any particular time, as well as limit who can operate which vehicles.

<u>In-vehicle recording</u> – This solution uses inward and outward facing cameras to record the driver's behavior as well as the vehicle's surroundings. The device saves the footage from several seconds before and after a sudden movement occurs, such as sudden stop or hard turn.

<u>Instant driver feedback</u> – This system provides an immediate, private, in cabin indication via light activation within the driver's line of sight. The feedback device is designed to track and report harsh breaking, sudden acceleration, cornering/high speed turns, unsafe lane changes and speeding (with a pre-determined speeding threshold).

<u>Other</u> – Describe other service

<u>Fuel Usage -</u> Information on gallons of fuel and subsequent MPG calculations.

Not relevant at this time.

(6) Describe the obstacles encountered, lessons learned, and any experiences or other information that may benefit other agencies. Consideration should be given to the impact that aftermarket telematics may have on vehicle warranties.

Not relevant at this time.

(D) Description of efforts to control fleet size and cost.

(1) Provide an explanation for any measurable change in your agency's fleet size, composition, and/or cost or if you are not meeting optimal fleet goals (based on agency VAM study results).

Since the 2012 VAM submission, OPM has reduced its 1,708 vehicle inventory by 10% to 1,542 vehicles. During FY14, OPM reduced its fleet by 69 vehicles. This reduction in fleet size was achieved through the management of vehicle re-assignments for transitioning FIS agents as well as vehicle validations and utilization reviews throughout the Agency. However, in FY15, OPM increased its fleet by 90 vehicles. OPM will continue to work on trimming down the fleet inventory when possible. These efforts will continue to help mitigate budget challenges. However, yearly, FIS conducts over two million background investigations which equal more than 90% of the Governments total.

Currently, FIS approximately uses 6,800 Investigators that includes 2,300 full time employees and 4,500 contractors to conduct these security investigations. Changes in fleet size and cost may fluctuate due to the amount of investigations and background checks conducted monthly or yearly.

(2) Describe the factors that hinder attainment of your optimal fleet (e.g., budgetary, other resource issues, mission changes, etc.).

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 which cover diverse climates and terrain which may necessitate a particular type of transportation. However, review of the fleet is on-going and changes to fleet size are made in response to significant change in operations, location or the volume of investigations requested. Increasing acquisitions of zero emission and plug-in hybrid vehicles have been evaluate annually or during replacement cycles. The assessment is that great challenges and financial obstacles would need to remediate the process before we achieve a zero emission and plug-in hybrid fleet. Other factors would be FIS domicile-to-duty missions. However, we are team players and onboard with increasing our fleet with ZEVs and plug-in hybrids. For FY16 we anticipate 344 Low-GHG vehicles, and our agency is currently evaluating installing charging stations throughout various locations in our agency.

(3) Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves.

OPM has continued to communicate with FIS management about the sustainability mandates and work in tandem to ensure the needs of the FIS agents are met while smaller, low GHG, alternate fuel and electric vehicles have been integrated into the fleet. Every effort is made to procure more fuel efficient vehicles during the replacement cycle and during the year as new vehicles are requested. In the rare case a larger size vehicle is requested, this agency will thoroughly vet that request and always provide a valid justification for such a vehicle.

(4) Are you aware of and do you consider alternatives (short term rental, pooling, public transportation, etc.) to adding a vehicle to the agency's fleet?

We are aware of these options and can only consider them for temporary situations as the majority of the FIS agents have the domicile to duty designation due to their work interview schedules. This type of work is not conducive to either vehicle or ride sharing, shuttles or eliminating miles driven since the mission is to conduct on-site visits to

adjudicate cases. We may be able to consider these alternatives for short-term surges depending upon the specifics of the individual situation.

(5) Discuss the basis used for your future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, etc.)

Determining future cost projections is based off several factors: an increase or decrease of security and background investigations, surge or decline of FIS agents hired to conduct the background investigations, and hiring of new government federal employees that require background investigations. Other elements include historical trends, inflation of monthly vehicle rates, and any additional requirements stated in EO 13693.

E) Description of Vehicle Assignments and Vehicle Sharing.

(1) Describe how vehicles are assigned at your agency (i.e., individuals, offices, job classifications, motor pools).

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 to National Security that these agents have efficient vehicles, including some equipped to travel to remote areas, wintry weather 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.

Investigative agents' duties require the fulltime assignment and use of a GOV to perform the field work for background investigations. They are engaged in this type of activity a minimum of 40 hours per week. The interview locations change daily, requiring numerous hours of travel over large geographic areas. Interviews can occur after hours and during the weekends. All Investigations must be completed within a 45 day timeframe. Alternative modes of transportation are not suitable for this responsive type of mission. Allowing our FIS investigators to operate GOVs from their domicile is the most efficient use of government resources to accomplish their mission. Integrity Assurance Officers, Special Agents in Charge (SAC) and Resource Officers (RO) periodically audits the use of vehicles to ensure there is no abuse of this privilege. Monthly fuel transaction reports are also reviewed to track utilization. In addition, the monthly fuel transaction report is submitted monthly to FIS's Integrity Assurance Branch for review.

(2) Describe your agency's efforts to reduce vehicles assigned to a single person wherever possible.

OPM's opportunities are very limited to reduce vehicles assigned to a single person as described above but have done so at OPM Headquarters and Ft Meade where the less-than-fulltime needs permit it. Additionally, we continue to search for opportunities and analyze the usage reports to find under-utilized vehicles to share. However, it would be a challenge for our FIS agents to share a vehicle because of the domicile-to-duty assignments and individual schedules of each agent.

(3) Describe pooling, car sharing, and shuttle bus consolidation initiatives as well as efforts to share vehicles internally or with other Federal activities.

Alternative modes of transportation are not suitable for the majority of operators who are in the FIS division because they have individual (non-routine) work assignments that take them to different locations every day.

(4) Describe how home-to-work (HTW) vehicles are justified, assigned, and reported, as well as what steps are taken by your agency to limit HTW use.

Allowing our FIS investigators to operate GOVs from their domicile is the most efficient use of government resources to accomplish their mission since they travel to different sites to interview people or groups of people to complete the background investigation.

(5) Does your agency document/monitor the additional cost of HTW use of Federal vehicles? If so, please describe how.

There is close oversight by Integrity Assurance Officers; Special Agents in Charge (SAC) and Resource Officers (RO) periodically audit the use of vehicles to ensure there is no abuse of this privilege. Monthly fuel transaction reports are also reviewed to track utilization. Additionally, this protocol works incredibly well for the agents as they often gain efficiencies by using their domiciles as base to the many location they are required to visit during the course of their work.

(F) Evidence of Vehicle Allocation Methodology (VAM) Planning.

Provide information on the methods used to determine your agency's VAM targets/optimal inventory. (Recommendation #2 from GAO report: GAO-13-659. See FMR Bulletin B-30 for guidance on conducting a VAM study and developing VAM targets).

(1) What is the date of your agency's most recent VAM study? Please describe the results (Add/Reduce/Change vehicle types, sizes, etc.). Have all bureaus been studied?

The last VAM study was conducted on June 15, 2015. The results of the last VAM study show a steady turnover of replacements of gasoline petroleum vehicles to AFV and low greenhouse gas vehicles (GHG). We take pride in our improvements and look forward to researching other opportunities that will lead to a more efficient fleet while never losing sight of the agents' fundamental requirements.

(2) From your most recent VAM study, please describe/provide the specific utilization criteria (miles, hours, vehicle age, or other measures) used to determine whether to retain or dispose of a vehicle?   If different criteria were used in different bureaus or program areas, provide the criteria for each.

OPM follows the recommended GSA vehicle replacement standards guide, to determine whether a vehicle is retained or disposed of. In the case a vehicle is needed and GSA has no available vehicles, OPM's Fleet Manager will request to keep a vehicle that has passed the recommended mileage replacement turn-in standards.
GSA fleet minimum vehicle replacement standards:
http://www.gsa.gov/portal/mediaId/218887/fileName/Vehicle_Replacement_Standards_04022015.action

(3) From your most recent VAM study, what were the questions used to conduct the VAM survey (see FMR Bulletin B-30(6)(C)) (if lengthy, provide as an attachment)? If different questions were used by different bureaus or program areas, provide the questions for each. If a VAM survey was not conducted, please describe the methods used to apply utilization criteria to each vehicle in your agency's fleet and collect subjective information about each vehicle that potentially could provide valuable insights/explanations into the objective criteria.

The usual and customary questions were used when conducting the VAM survey. They include:

What is the right size of motor vehicle that should be obtained for the mission? Is the current vehicle the right size? Is this vehicle mission essential to the agency? How many miles has the vehicle traveled monthly? What is the anticipated monthly mileage a newly ordered vehicle will travel? How much fuel is being used per month? Would it be cheaper to allow special agents to drive their own POV's and reimburse them for the

mileage driven?   How many hybrid, low GHG, zero emission, and/or plug-in hybrid cars were ordered?

(G) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)
Federal agencies are to begin collecting asset level data (ALD) beginning October 1, 2016 in order to be able to report ALD in the October-December 2017 FAST data call. To comply, your agency will need a management information system (MIS) capable of reporting inventory, cost, usage, and other information on a "per vehicle" basis.

(1) Does your agency have a vehicle management information system (MIS) at the Department or Agency level that identifies and collects accurate inventory, cost, and use data that cover the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal), as well as provides the information necessary to satisfy both internal and external reporting requirements?

OPM's Fleet is 99.9% GSA leased vehicles and a robust Fleet Management Information System is provided with the lease. The GSA Fleet Drive-Thru is used as a reporting tool to monitor vehicle inventory, utilization, and fuel use on an ongoing basis.

(2) Your agency was provided a draft list of 70 ALD data elements. How many of the 70 data elements is your current system able to report on a "per vehicle" basis right now?

FAST captures 13 of 70 ALD data elements: (1) Vehicle Inventory, (2) Vehicle Acquisitions and Disposals, (3) Total Fuel Consumption, (4) Covered vs. Non-covered Petroleum Fuel Consumption, (5) Alternative Fuel Consumption as Percentage of Total Covered Consumption, (6) Total Miles Traveled, (7) Annual Fleet Operating Costs, (8) Year-to-Year Changes in Key Fleet Indicators, (9) Additional Year-to-Year Changes in Key Fleet Indicators, (10) Alternatively-Fueled Vehicle Inventory, (11) Alternatively-Fueled Vehicle Acquisitions, (12) Alternative Fuel Consumption, and (13) Designation of Vehicle Acquisitions.

(3) Describe your agency's plan for reporting all required ALD elements. What is the timeline?

OPM uses the Federal Automotive Statistical Tool (FAST) and GSA Fleet Drive-Thru system to report all required ALD elements. Timeline for reporting all required ALD elements is 1 Oct.

(4) If your agency does not currently have a system capable of reporting ALD, describe the steps (documented) that are being taken or have been taken to comply with Executive Orders, regulations, and laws that require such a system.

OPM uses the GSA Fleet Drive-Thru and FAST to report ALD data.

(5) If your agency currently uses telematics systems, does your MIS capture and report all of the data from those devices?

OPM will be team players with the implementation of telematics. The agency understands it is a fleet efficiency management tool to collect and record vehicle operational data. The agency will plan to conduct a test pilot of telematics on a small percentage of our vehicles once funds come available.

(H) Justification for restricted vehicles.

(1) If your agency uses vehicles larger than class III (midsize), is the justification for each one documented?

Additional vehicle options and vehicles larger than class III 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 documentation and approval of the agency's Fleet Manager.

(2) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33? If not, why not?

This doesn't apply to our vehicle fleet.

(3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?

OPM does not have limousines.

(4) For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types?

OPM does not have armored vehicles.

(5) Are armored vehicles authorized by appropriation?

OPM does not have armored vehicles.

(I) Impediments to optimal fleet management.

(1) Please describe the obstacles your agency faces in optimizing its fleet.

Due to OPM Federal Investigative Services (FIS), current mission this will be a challenging task to accomplish. FIS's mission is a top priority to National Security. FIS conducts investigations upon request of other agencies, and changes to the fleet are determined by the needs of FIS to fulfill these requests.

(2) Please describe the ways in which your agency finds it hard to make the fleet what it should be, operating at maximum efficiency.

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 which cover diverse climates and terrain which may necessitate a particular type of transportation. However, review of the fleet is on-going and changes to fleet size are made in response to significant change in operations, location or the volume of investigations requested.

(3) If additional resources are needed, (such as to fund management information system implementation or upgrades, or to acquire ZEVs, or LGHG vehicles, or install alternative fuel infrastructure) have they been documented and requested? Do you have a copy of this documentation? (do not attach or furnish unless requested).

Increasing acquisitions of zero emission and plug-in hybrid vehicles have been evaluated annually or during replacement cycles. The assessment is that great challenges and financial obstacles would need to remediate the process before we achieve a zero emission and plug-in hybrid fleet. Other factors would be FIS domicile-to-duty missions. However, we are team players and onboard with increasing our fleet with ZEVs and plug-in hybrids. For FY16 we anticipate 344 Low-GHG vehicles, and our agency is currently evaluating installing charging stations throughout various locations in our agency.

(4) Describe what specific laws, Executive Orders, GSA's government-wide regulations or internal agency regulations, budget issues, or organizational obstacles you feel

FIS is divided into three main regions (Western, Central and Northern) providing coverage to Continental United States and its territories. Each region is assigned approximately 1/3 of OPM's vehicles. Ninety-seven percent of OPM's fleet is operated by FIS special agents they are required to perform various security and background investigations vital to National Security. According to OPM Fleet Management Policy guide, FIS agents have agency's authorization to utilize government vehicles for home-work-transportation because of their mission it could be a challenge in implementing zero emission vehicles (ZEV) due to the cost of implementing refueling infrastructures at each agents home. However, OPM is planning to conduct a test pilot of integrating zero emission vehicles work base fleets. Also, the availability of E85 fuel infrastructure is concerning. The annual requirements to increase alternative fuel consumption with limited access will continue to affect OPM's scorecard results. The limited amount of ethanol stations located throughout the United States has played a key factor in OPM's lower scorecard results. According to the Alternative Fuel Data Center, there are only 2,566 ethanol stations in the United Stations. OPM plans to send out monthly reminds to Resource Officers and Special Agents in Charge, to use ethanol fueling stations when possible. In addition, OPM will notify the RO's and SAC's of the following link: http://www.afdc.energy.gov/fuels/ethanol_locations.html. This link is provided by the Department of Energy.

(J) Anomalies and possible errors.

(1) Explain any real or apparent problems with agency data reported in FAST.

There are no real or apparent problems to report at this time.

(2) Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year.

There are several data fields highlighted by FAST as possible errors, however they are on the positive side for example we obtained more fuel efficient vehicles from prior year to current, annual fleet operating costs drop 21%, and AFV vehicle inventory states we loss 106 E-85 vehicles, but gained 107 hybrid vehicles.

(3) Explain any unresolved flagged, highlighted, or unusual-appearing data within FAST.

No unresolved flagged items appeared on the Data Validation Report.

(K) Summary and contact information.

(1) Who should be contacted with questions about this agency fleet plan? (Provide the name and contact information for the agency headquarters fleet manager and the person preparing this report if different)

If you have any questions, please contact the Agency Fleet Manager, William Clark at 202-606-9149, William.Clark@opm.gov or the Chief, Facilities Services Branch, Marla Neustadt at 202-606-2502, Marla.Neustadt@opm.gov.

(2) Indicate whether the budget officer participated in the VAM and A-11 processes. (Provide the name and contact information for the budget office reviewing official).

Our budget office participated in the VAM and A-11 process. They validated our agencies fleet budget plan and review all vehicle fleet invoices and documents.

(3) Indicate whether the Chief Sustainability Officer participated in the VAM, vehicle planning, and vehicle approval processes. (Provide the name and contact information for the CSO reviewing official).

Yes, our sustainability officer did participate in the VAM, vehicle planning, and vehicle approval process. His contact information is Mariano Aquino (202 606-4590, mariano.aquino@opm.gov.

OFFICE OF PERSONNEL MANAGEMENT
MULTIMODAL ACCESS PLAN

Pursuant to E.O. 13693, *Planning for Federal Sustainability in the Next Decade*

The U.S. Office of Personnel Management (OPM) is committed to enhancing sustainable commuting options for its employees. OPM has a long history of promoting sustainable commuting at both its facilities and through its mission critical work on developing guidance related to teleworking, hiring, retirement, benefits and work life programs for Federal agencies.

In accordance with Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*, Section 7(f), OPM is developing policies to promote sustainable commuting and work-related travel practices for our employees through strategies like workplace electric vehicle charging, bicycling and other forms of active commuting, increased telecommuting and teleconferencing, and incentivizing carpooling and the use of public transportation where consistent with agency authority, Federal appropriations and other laws. OPM intends to encourage all sustainable commuting options as there is no "one size fits all" solution for all employees. As part of its renewed efforts, OPM has developed and will implement such strategies through a Multimodal Access Plan (MAP). The MAP highlights one or more forms of sustainable commuting and workplace travel strategies that will be the focus for the next year includes:

I. Workplace Charging

II. Bicycling and other forms of Active Commuting

III. Telecommuting and Teleconferencing Expansion

IV. Carpooling and the use of Public Transportation

Multimodal Access Plan Strategy

I. <u>Agency Workplace Charging Plan</u>

    A. Summary of Strategy

Several OPM sites either already have existing infrastructure to support workplace charging of government and or personal electric vehicles (EVs) or are considering this option. There is great demand within the Agency and strong executive support to expand this practice. This year, OPM plans to:

- Review legal authority and agency policies through a workgroup led by the Facilities Management. Based on this workgroup's findings, we will issue revised policies and guidance, as appropriate.
- Engage employees' interest in EVs through new employee orientation, town hall meetings and THEO (OPMs internal website).
- Evaluate the existing availability and demand for workplace charging of personal EVs at its sites.
- Deploying or using existing unmetered, level-one (UML1) EV charging (e.g., 120v wall outlets) at an agency's parking facility, followed by metered and faster EV charging as appropriate
- Monitor the availability of and level of interest in WPC by reviewing and reporting on employee survey results, the daily parking request system and employee eligibility parking database.

    B. Details of Strategy:

    1. Actions and Projected Timeframes

- Draft WPC policies and guidance by (Q1 FY2017).
- Launch communication outreach to engage employees interest in EVs Q1 FY2017
- Complete site evaluation and work with facilities management to determine quantity of parking space available that can be serviced by UML1 followed by any plans to install metered and higher-speed EVSE   (Q2 FY2017)

    2. Roles and Responsibilities of Key Agency Personnel

- OPM Facilities Management will draft policies and guidance and obtain concurrence from the Office of General Counsel (OGC), GSA, Chief Financial Officer and OPMs Bargaining Unit.
- Agency Sustainability Manager will launch communication outreach.
- OPM Facility and Fleet Managers will perform facilities evaluations.
- The agency's Chief Sustainability officer will approve final WPC

3. Outreach to Agency Employees and Visitors

- Provide training on PE operation and safety tips.
- Inclusion of EVSE usage as part of new employee orientation and agency employees' available online training resources.
- Wayfinding/signage to both alert EV drivers and promote the fact that EVSE equipment is available for use of Federal employees and authorized users.

4. Incentivizing EV Usage

- Create employee awareness and explanation of Federal, State, and local EV tax credits.
- Provide employees and authorized users with information regarding the flat rates they can pay to use charging infrastructure at Federal parking facilities.

5. Assessing Demand for Bicycle and other Active Commuter Needs

- Revise and update the agency's annual Employee Commuter Survey to include interest in agency provision of Electric Vehicle Service Equipment (EVSE).
- Issue EV charging permits per CEQ guidance1 to track demand

6. Ensuring Continued Success

- Monitor the completion of these action items, measure the success of this strategy and identify opportunities to improve WPC plans and guidance in future years.

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1 At the time of writing, the CEQ Guidance on Workplace Charging was due to be issued in April 2016.

II. Agency Bicycling and Active Commuter Program

    A. Summary of Strategy:

Nationally, OPM already is an active supporter of bicycle commuting and provides employees with the option of a bicycle commuting subsidy to offset registration costs related to membership in the Capital Bikeshare program. Capital Bikeshare allows members access to eco-friendly transportation with more than 3,000 bicycles at 350 stations across Washington DC, Arlington, VA and Maryland. A Bikeshare station is located at the Theodore Roosevelt Building just outside the E Street entrance. In addition, many OPM sites support bicycle commuting to varying degrees with the provision of showers, lockers and bike parking. Over the next year, OPM plans to:

- Review bicycling legal authority, agency appropriate policies and guidance and draft BACP.
- Perform feasibility study at three federal owned GSA delegated leased facilities.
- Expand existing bicycle infrastructures at facilities, install new ones where appropriate.(e.g., bike racks, showers, signage)
- Encouraging bicycle and active commuting through outreach
- Employee and visitor education on safety and security
- Annual evaluation of overall BACP

    B. Details of Strategy:

    1. Actions and Projected Timeframes

- Draft agency BACP (Q2 FY2017)
- Perform feasibility study (Q1 2017)
- Submit building modification requests such as bicycle storage and shower access to GSA's Public Building Service (Q3 2017)
- Work with agency facility's management and security office to establish best practices for bicycle security outside of an Agency's building (Q3 2017)

    2. Roles and Responsibilities of Key Agency Personnel

- Agency Team (Sustainability Program Manager, Employee Services Personnel, OGC)to draft BACP

- Designated bicycle coordinator (Employee Service Personnel)
- OPM Chief Sustainability officer or deputy CSO will review BACP

3. Outreach to Agency Employees and Visitors

- Provide training on bicycle safety and security tips
- Inclusion of bicycle and other forms of active commuting as part of agency employees' available online resources.
- Challenge programs for agency offices to have friendly competitions on bicycle commuting.
- Participation in federal annual Bike Challenge.

4. Incentivizing Bicycle Usage and other Forms of Active Commuting

- OPM will establish incentives based on federal statues and guidelines.

5. Assessing Demand for Bicycle and other Active Commuter Needs

- Employee survey on commuting and local business and personal travel.
- Issue bicycle parking permits to frequent users to better track usage

6. Ensuring Continued Success

- Conduct agency self-assessments periodically to gauge success of a BACP

III. Agency Telecommuting and Teleconferencing Expansion Plan

A. Summary of Strategy:

- Encourage supervisors and employees to discuss telework, require that they create telework agreements, as needed, for routine and situational purposes, and practice telework to develop interest in and familiarity with telecommuting and to prepare for emergency situations or other disruptions.
- Supervisors will be advised to periodically review and reassess telework determinations for all employees.
- Encourage supervisors and employees to participate in telework training.

- Monitor the availability of and level of interest in telecommuting by reviewing and reporting on employee survey results, the time and attendance system and telework eligibility database.

B. Details of Strategy:

1. Actions and Projected Timeframes

- Develop telework guidance to supervisors and employees that features telework as a key strategy to respond to emergency situations and other disruptions (Q1 FY2017).
- Issue guidance to supervisors to regarding the periodic review and reassess telework determinations to reflect current positions and concerns (Q1 FY2017).
- Send supervisors and employees updated telework guidance and links to telework training (Q2 FY2017).

2. Roles and Responsibilities of Key Agency Personnel

- OPM Human Resources personnel will create and issue plans, guidance, and training materials
- OPM Telework Coordinator will review and monitor telework-related data

3. Outreach to Agency Employees

- Conduct   supervisor briefing that highlights the use of telework.
- Encourage supervisors and employees to participate in online telework training.
- Issue telework guidance to supervisors and employees regarding telework during emergency situations or other disruptions.

4. Incentivizing Increased Telecommuting and Teleconferencing

- Send supervisors and employees telework guidance that highlights the benefits of telework for each group to include improved work-life balance, enhanced availability of staff during emergency situations and reduced transit costs.

5. Assessing Demand for Telecommuting and Teleconferencing

- Monitor the availability of and level of interest in telecommuting by reviewing and reporting on employee survey results, the time and attendance system and telework eligibility database (e.g., Annual Telework Report, Annual Labor Management Forum Metrics Report, EVS action planning communications, etc.).

6. Ensuring Continued Success

- Monitor the completion of these action items, gauge the success of this strategy and identify opportunities to improve telework plans and guidance in future years.

IV. <u>Agency Carpooling and Transit Plan</u>

A. Summary of Strategy

- OPM has actively supported a broad range of sustainable commuting practices such as telework, teleconferencing, alternative work schedules, increased use of public transportation, and carpools. OPM's sustainable commuting polices have contributed to an OPM Scope   greenhouse gas emissions decrease of about 3   percent from 200   levels. To further reduce the agency's Scope 3 greenhouse gas emissions, and for improving the quality of work and life experiences for Federal employees, we will build on our existing robust carpooling and transit plan. Over the next year, OPM plans to:

- Encourage supervisors and employees to discuss carpooling and increased use of public transit for business or personal travel.
- Determine baseline of transit and carpool use by agency employees and setting targets above that baseline
- Encouraging agency-wide transit and carpool days.
- Periodic evaluation of overall CTEP efforts

B. Details of Strategy:

1. Actions and Projected Timeframes

- Review agency's existing carpooling and transit plan policies and Federal statues (Q1 FY2017).
- Draft agency CTEP (Q2 2017)

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- Issue revised guidance to employees regarding the periodic review and reassessed determinations (Q4 FY2017).
- Establish online dashboard of available agency-employee based carpools.

2. Roles and Responsibilities of Key Agency Personnel

- A OPM Human Resources, Transit Benefit and Sustainability personnel will create and issue plans, guidance, and training materials
- OPM communications will deploy online dashboard.
- Chief Sustainability officer or deputy CSO will review CTEP

3. Outreach to Agency Employees and Visitors

- Conduct   supervisor briefing that highlights the use of carpooling and transit benefit options for agency-related commuting and local travel.
- Education on carpooling through agency employees and through new employee orientation.
- Education on the health benefits of transit for employees

4. Incentivizing Carpooling and Transit usage

- Providing employees with information on potential cost savings from reduced costs associated with automobile ownership

5. Assessing Demand for Carpooling and Transit Services

- Employee survey on interest in increased frequency of transit use for commuting and local travel.
- Employee survey on interest in increased frequency of carpooling for commuting and local travel.

6. Ensuring Continued Success

- Conduct agency self-assessments periodically to gauge success of the CTEP
- Monitor the completion of these action items, gauge the success of the strategy and identify opportunities to improve CTEP plans and guidance in future years.

U.S. Office of Personnel Management

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