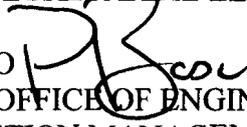




Department of Energy
Washington, DC 20585

DEC 12 2007

MEMORANDUM FOR PROGRAM SECRETARIAL ELEMENTS

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

SUBJECT: Guidance for FY 2008 Ten Year Site Plans

REFERENCE: DOE Order 430.1B Real Property Asset Management

The Department of Energy requires all Programs to update their Ten Year Site Plans (TYSPs) at least annually. The TYSP is the essential planning document linking a site's real property requirements to its mission, in support of the Department's overall strategic plan.

The FY 2008 TYSP updates must address implementation of the sustainability requirements of Executive Order (EO) 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*. The TYSP must discuss the actions being taken at the site level to meet requirements for High Performance and Sustainable Buildings (HPSB). At a minimum, sites must complete and include the attached spreadsheet. This spreadsheet captures the LEED (or equivalent) certification status of new and existing buildings and identifies buildings previously certified and/or registered with the U.S. Green Building Council.

TYSP updates should be forwarded to my office in electronic format by June 17, 2008. Please provide a consolidated spreadsheet submission for all of your sites by June 25, 2008. This will facilitate consolidation of the sustainability data at the Department level.

Please feel free to contact me or Phil Dalby of my staff at (202) 586-4548 if you have any questions or comments.

cc: EE-3C
CF-20
FIMS Administrators



