
Chapter 3: Department of Energy Planning Policy

As covered in the DOE Order DOE O 430.1B (Real Property Asset Management), planning is the overarching function within real property asset management that integrates the other functions of acquisition, real property utilization, maintenance, recapitalization, disposition, and Long Term Stewardship (LTS) into a coordinated effort to ensure that current and future mission needs are met. Planning is dependent on clear objectives, sound data, and effective communication between all parties at a site.

- (1) Site planning for real property assets must be consistent with DOE P 430.1, Land and Facility Use Planning, dated 7-9-96, EO 13327 and be based on GSA real estate principles and industry wide practices. Following are the GSA cited Government Asset Management Principles:

GOVERNMENT ASSET MANAGEMENT PRINCIPLES

1. USE WHAT YOU HAVE FIRST

Real property assets under the custody and control of the Federal Government should be considered first when accommodating Federal agency mission requirements.

2. BUY ONLY WHAT YOU NEED

The amount of interest in Federal real property assets should be the minimum necessary to effectively support a Federal agency's mission.

3. USE INDUSTRY-LIKE INSTRUMENTS OF AGREEMENT

Real property assets of the Federal Government should be utilized among agencies with the use of instruments of agreement that follow the best practices of the industry,

4. REINVESTMENT IS ESSENTIAL

Reinvestment in a real property asset is essential to maintain its fair market value, its ability to benefit from advancements in business practices and technologies, and to support the Federal mission and enhance employee productivity.

5. INCOME/EXPENSES COMPARABLE TO THE MARKET

Any income realized by a real property asset during its useful life should approximate that generated by a comparable commercial property; while any expense by such an asset during its life cycle should approximate that incurred by a comparable commercial property.

6. MAXIMIZE USE AMONG AGENCIES

The maximum utility of a real property asset can be realized if it is continuously transferred among agencies having mission needs while it is under the control of the Federal Government.

7. TIMELY DISPOSAL

A Federal real property asset that has no further mission support use by the Federal Government should be disposed of timely and in a manner that best serves the public interest.

8. RETAIN PROCEEDS FROM DISPOSAL AND OUTLEASING

The proceeds gained from the disposal of a Federal real property asset, or from outleasing, should be available for use by the agency having custody, control and use of the asset.

9. PROFESSIONAL TRAINING

Federal employees should be given the training needed to perform their jobs at the highest level of professionalism, and in order to utilize models and other analytical tools for optimizing their real property asset management decisions.

- (2) For each nonclosure site, results of real property asset site planning and performance must be documented in a Ten-Year Site Plan (TYSP) that is kept current and covers a 10-year planning horizon. For closure sites, disposition plans must be developed.
- (a) The TYSP will be consistent with and support development of the Integrated Facilities and Infrastructure (IFI) Crosscut Budget, identifying the resource requirements associated with TYSP implementation. (Figure 1 represents the relationship between the TYSP and IFI Crosscut Budget.)
 - (b) The TYSP will be integral to and support the DOE Planning, Programming, Budgeting, and Evaluation System (PPBES).
 - (c) The TYSP will result in a consolidated and integrated plan replacing multiple reports. It will use the Facilities Information Management System (FIMS), DOE's corporate real property asset database, for real property asset information.

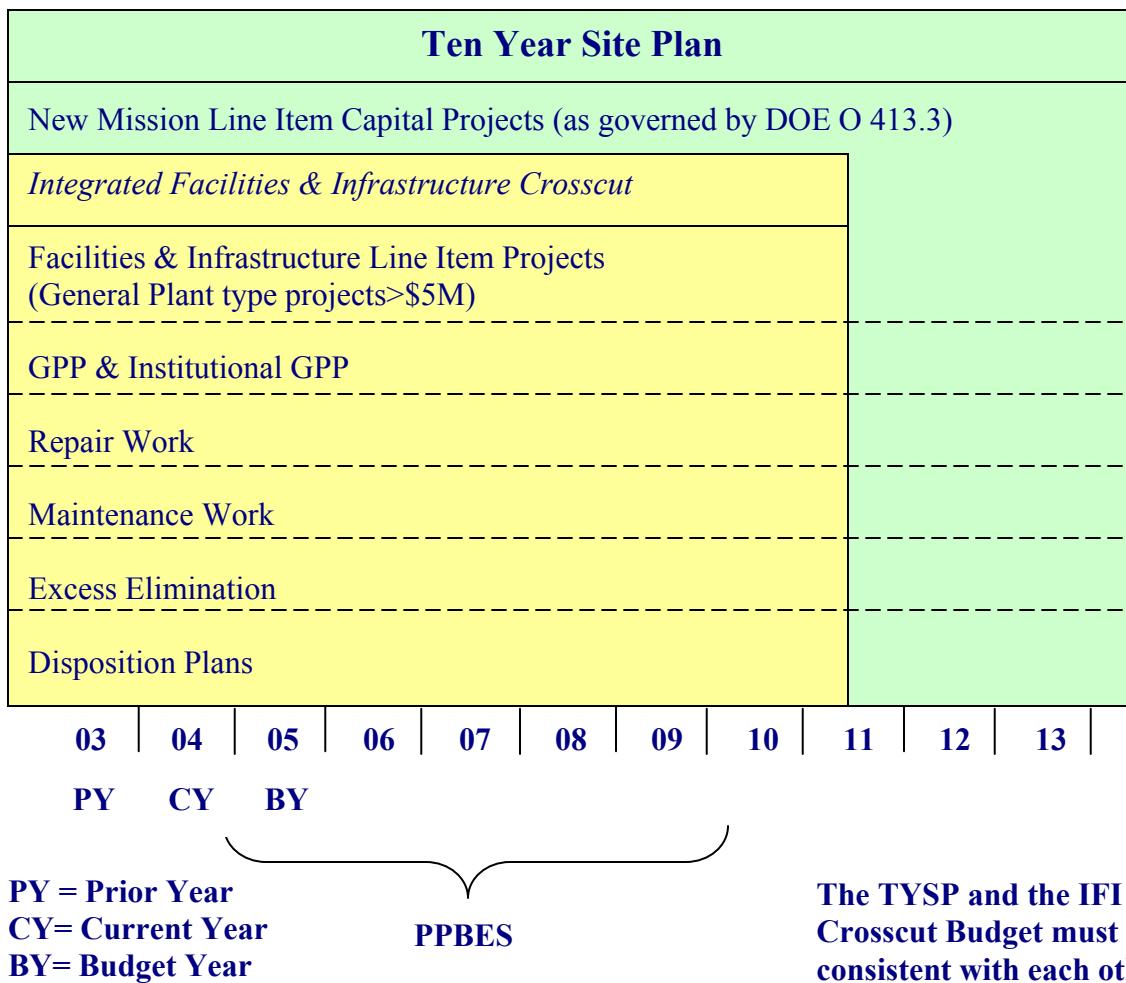


Figure 1. Ten-Year Site Plan (TYSP);
Integrated Facilities and Infrastructure (IFI) Crosscut
Budget; and Planning, Programming, Budgeting, and
Evaluation System (PPBES)

- (3) The content of the TYSP must address how the site's real property assets will support the Department's strategic plan, the Secretary's 5-year planning guidance, and appropriate program guidance. It must be a comprehensive site-wide plan encompassing the needs of tenant activities. The format of the TYSP should be consistent within a program in accordance with program direction and guidance. Sections of the TYSP can be rearranged to meet the unique requirements of a site. As a minimum, TYSPs must address the following.
 - (a) The site's plan to meet program missions, budgets, planning estimates, and performance outcomes within the program's budgetary and out-year fiscal projections.

- (b) An assessment of the current status of the site real property assets against delineated program missions including discussions of condition assessments, maintenance and recapitalization plans, space utilization, real estate, excess facilities disposition, LTS, and unique site issues.
 - (c) The prioritized real property asset projects and activities required to meet program missions, budgets, and planning estimates. These include acquisition projects, elimination of excess property projects and activities, maintenance and recapitalization plans, disposition projects, and LTS requirements.
 - (d) The prior year (PY) plus ten (10) additional fiscal years of activities, planned in accordance with Lead Program Secretarial Office (LPSO), Cognizant Secretarial Office (CSO), and Program Secretarial Office (PSO) annual program direction and guidance for mission projections and fiscal projections. It will be consistent with the Department's PPBES and the field budget call.
 - (e) A report on past performance and projected future outcomes, including the results from real property asset corporate and program performance measures (see paragraph 4g of DOE O 430.1B [RPAM] for corporate performance goals and measures). The report must compare the budget authority against the actual expenditures and the performance outcomes achieved at the site for the fiscal year that precedes the PY.
 - (f) Space utilization activities and land-use that stabilize then reduce the costs by consolidating operations where practicable and eliminating excess facilities.
- (4) The TYSP must be submitted either concurrently with responses to the field budget call, or as directed by the LPSOs/CSOs/PSOs to be consistent with the PPBES cycle.