



GSA Office of Governmentwide Policy

Real Property Policysite

News and Views on
Real Property and
Workplace Policy

Summer 2004

INVESTMENTS IN FEDERAL FACILITIES

***What new
strategies
are needed
to manage
Government
facilities***

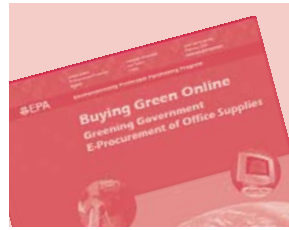
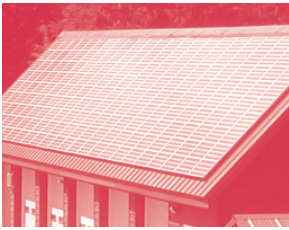
***valued at
over \$300 billion?***

Asset Management Strategies
for the 21st Century

NATIONAL RESEARCH COUNCIL
OF THE NATIONAL ACADEMIES

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to the Government
of the 21st Century!**



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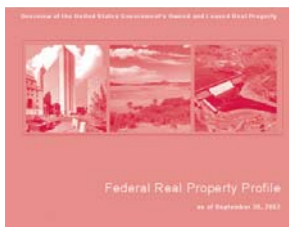
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Our mission drives us into the 21st century: "The Office of Real Property promotes collaborative and innovative Governmentwide policies, products, and services for real property, the 21st century workplace, and entrepreneurial Government activities." We reach out on a global level to share information on Federal real estate and the workplace with our industry partners and the public through this newsletter and other avenues.

This is the **twenty-ninth** issue of REAL PROPERTY POLICYSITE, a quarterly publication of the Office of Real Property (MP), Office of Governmentwide Policy, U.S. General Services Administration, Washington, DC. Our newsletter shares the latest information on public and private sector real estate and workplace initiatives, trends, and best practices. We encourage your input. Contact us to let us know what you think, to contribute articles, or to be placed on our mailing list, by contacting the editor, Richard Ornburn, at richard.ornburn@gsa.gov, or (202) 501-2873



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New Federal Initiatives

Investments in Federal Facilities: Asset Management Strategies for the 21st Century

excerpts from the report published with permission from the Committee on Business Strategies for Public Capital Investment, National Research Council

Facilities now owned by the Federal Government are valued at over \$300 billion. In addition, it spends over \$25 billion per year for acquisition, renovation, and upkeep. Despite the size of these sums, there is a growing litany of problems with Federal facilities that continues to put a drain on the Federal budget and compromise the effectiveness of Federal services.

This problem is not new, however, and several studies have addressed it over the last 20 years or so. One question that continues to be asked is whether private sector facilities investment and management experience can be applied to the Federal government to address its growing facilities problems?

To examine this issue in detail, the sponsoring agencies of the Federal Facilities Council (FFC) asked the National Research Council (NRC) to develop guidelines for making improved decisions about investment in and renewal, maintenance, and replacement of Federal facilities.

The NRC was asked to review both public and private practices used to support such decision-making and identify appropriate objectives, practices, and performance measures. To carry out the study, the NRC formed the ad hoc Committee on Business Strategies for Public Capital Investment.

Findings and Recommendations

After examining practices for facility

At a fundamental level, choices made today about investments in facilities and infrastructure directly affect the future quality of shelter, workplaces, and the delivery of services.

investment and management used by private-sector and some not-for-profit organizations, the committee arrived at 10 principles/policies followed by best practice organizations.

Principles And Policies For Facilities Investments And Management

As the committee reviewed the types of analyses, the processes, and the decision-making environments that private sector and other organizations use for facilities investments and management, it focused on identifying principles and policies used by best practice organizations, as defined by the committee. The committee found that, in matters of facilities investment and management, best practice organizations do the following:

Principle/Policy 1. Establish a framework of procedures, required information, and valuation criteria that aligns the goals, objectives, and values of their individual decision-

making and operating groups to achieve the organization's overall mission; create an effective decision-making environment; and provide a basis for measuring and improving the outcomes of facilities investments. The components of the framework are understood and used by all leadership and management levels.

Principle/Policy 2. Implement a systematic facilities asset management approach that allows for a broad based understanding of the condition and functionality of their facilities portfolios—as distinct from their individual projects—in relation to their organizational missions. Best practice organizations ensure that their facilities and infrastructure managers possess both the technical expertise and the financial analysis skills to implement a portfolio based approach.

Principle/Policy 3. Integrate facilities investment decisions into their organizational strategic planning processes. Best practice organizations evaluate facilities

>>>

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>>> investment proposals as mission enablers rather than solely as costs.

Principle/Policy 4. Use business case analyses to rigorously evaluate major facilities investment proposals and to make transparent a proposal's underlying assumptions; the alternatives considered; a full range of costs and benefits; and the potential consequences for their organizations.

Principle/Policy 5. Analyze the life cycle costs of proposed facilities, the life cycle costs of staffing and equipment inherent to the proposal, and the life cycle costs of the required funding.

Principle/Policy 6. Evaluate ways to disengage from, or exit, facilities investments as part of the business case analysis and include disposal costs in the facilities life cycle cost to help select the best solution to meet the requirement.

Principle/Policy 7. Base decisions to own or lease facilities on the level of control required and the planning horizon for the function, which may or may not be the same as the life of the facility.

Principle/Policy 8. Use performance measures in conjunction with both periodic and continuous long-term feedback to evaluate the results of facilities investments and to improve the decision-making process itself.

Principle/Policy 9. Link accountability, responsibility, and authority when making and implementing facilities investment decisions.

Principle/Policy 10. Motivate employees as individuals and as groups to meet or exceed accepted levels of performance by establishing

incentives that encourage effective decision-making and reward extraordinary performance.

Recommendations

Adapting these principles to the Federal government requires consideration of a number of special aspects of its operational environment including goals and missions, the nature of Federal facilities investments, and the annual budget process among others.

Despite the differences between the private and public sector, the committee concluded that all the principles could be adapted in varying form to the Federal environment. It has therefore made recommendations to aid in developing an overall framework based on suitable adaptations of the identified principles and policies.

- ***The Federal Government should adopt a framework for facilities investment decision-making and management that incorporates the ten principles/policies used by best-practice organizations.***

Establishment of one or more pilot projects in this context might be advisable.

- ***Federal facilities asset management programs should be updated to enable individual project decisions relative to its entire facilities portfolio.***

Facilities asset management approaches are now being adopted that allow for a broad-based understanding of agency and department facilities portfolios.

- ***Congress and the administration should jointly lead an effort to streamline***

Federal policies, regulations, and processes about facilities disposal.

Current policies hinder efforts to dispose of unneeded facilities.

- ***For those departments and agencies with more facilities than they need to support their missions, Congress and the administration should jointly consider implementation of extraordinary measures such as the process used for military base realignment and closure (BRAC).***
- ***Organizational missions should be used as guidance for facilities investment decisions, and those investments should be integrated into organizational strategic planning processes.***

Proper integration will provide better information about total long-term costs of programs and initiatives; the senior facilities program manager should be involved in strategic planning processes.

- ***A business-case analysis should be used for all significant facilities investment proposals.***

Although no standard format can be adapted readily, each agency can and should develop such an analysis. The formats adopted should be agreed to by the appropriate agency oversight entities in Congress and the administration.

- ***Each Federal agency should use life-cycle costing for all significant facilities investment decisions.***

The life-cycle analysis should include a full range of facilities investment alternatives; the >>>

New Federal Initiatives

>>> staff equipment, and technologies inherent to the alternatives; and the costs of the required funding. While life-cycle analyses are currently conducted for some large projects, no instance was found where the analysis also included project staffing, equipment, and the required technologies.

- **Congress and the administration should jointly lead an effort to revise the budget scorekeeping rules to support facilities investments that are cost effective in the long-term.**

Currently the cost of a project is “scored” in the year requested, which has resulted in disincentives for making cost-effective, long-term decisions. Amending the rules, which will not be easy, should take into account the long-term interests of the government and the public and other objectives and values as well.

- **Every major facility proposal should include the strategy and costs for exiting the investment as part of its business-case analysis.**

Consideration of exit strategies for alternative proposals will help make their consequences clearer. In addition, such consideration should lead to better decisions about facility design.

- **Decisions about whether to own or lease facilities should be based on the level of control desired and the planning horizon for the function.**

Currently criteria for such decisions are not clear or uniform. A clearly

stated rationale linked to the agency mission is required for effective own vs. lease decisions.

- **Performance measures combined with continuous feedback and evaluation should be used to monitor investments, measure their outcomes, and improve the decision-making process.**

Measuring investment results is challenging, but efforts are underway to develop such indices and measures. At the same time, no efforts to collect long-term feedback—which is essential for effective outcomes measurement—appear to be underway.

- **In addition, the decision-making process should be made transparent to enhance accountability by illustrating the points at which decisions are made.**

Such a step can help link responsibility and authority for decision-making.

- **Congress and the administration should encourage and allow greater use of alternative approaches for acquiring facilities.**

Allowing more wide-spread use of approaches such as public-private partnerships and capital acquisition funds, raises concern about the transparency of the funding source and whether they account for state and local governments or other constituencies’ perspectives. Nevertheless, such approaches should be encouraged, although pilot programs should be implemented as a first step.

Recommendations for Implementation

Transforming the environment for Federal facilities investments and management will require leadership and commitment from all levels of government. Collaborative and concerted efforts by Congress and the administration will be important for implementation of an overall framework. While recommendations similar to those given above have been made in the past, success has been limited. To increase the likelihood of success this time:

- **Legislation should be enacted and executive orders issued that would establish an executive-level commission to determine how the identified principles can be applied for facilities investment within a stated period.**
- **Concurrently, department and agency working groups should be established to work with the commission.**

Such an effort will result in improved alignment between Federal facilities portfolios and missions; responsible stewardship of these facilities; substantial investment and cost savings; better use of available resources; and creation of a collaborative environment for decision-making.

For More Information

Copies of *Investments in Federal Facilities: Asset Management Strategies for the 21st Century* are available from the National Academy Press; call (800) 624-6242 or (202) 334-3314 (in the Washington metropolitan area), or visit the NAP Web site at books.nap.edu ■

Sustainability

White River Maintenance Facility: Sustainable Solution Tailored to a Remote Location

by Bob Harding, GSA Office of Real Property

Mount Rainier National Park in Washington is currently completing construction of a maintenance facility and employee housing complex that will be powered by a photovoltaic (PV) array, with minor auxiliary use of propane. This system will be the largest remote hybrid solar energy system in Washington State. Since 1931, the site has been powered by diesel, with the related noise and pollution concerns. More recently, liquid propane fired units have been used to provide power. The White River Entrance facility is a gateway to the eastern side of the Park.

The Park has installed a new 20-kilowatt solar hybrid system that brings reliable electrical power to this remote area of Mount Rainier without a connection to an electric utility (off-grid). This installation is part of a replacement project of antiquated facilities and was designed to optimize the use of the photovoltaic installation. The installation consists of Siemens solar modules covering 90 linear feet of the roof of the new maintenance building, taking advantage of the 12:12 pitch ratio. The system also includes a 20kW, 208VAC 3 phase inverter, an industrial flooded battery bank, and an on-demand propane generator. The inverter includes a real-time data system and remote control capability that permits Park staff to monitor and control key system operating parameters from the Park's headquarters located at Longmire.

The system design was based on load data provided by a study conducted in conjunction with the Washington State University Energy program, augmented by onsite solar observation throughout the year. These observations suggested that the most efficient location for sitting the solar array was on top of a maintenance structure built in 1930. In 1999, above average snowfall severely damaged this building and collapsed a building adjacent to it. After stabilizing the building, NPS took the opportunity to advance the program year for replacing the structure to coincide with separate funding that had been approved to fund the solar system.

Prior to commencing construction, Park staff investigated emerging construction technologies before deciding upon an E-block construction system. This system incorporates Styrofoam blocks that are assembled, braced and then pumped with concrete. These walls provide an R rating of 50, a five-hour fire resistance rating, and may be covered with any type of siding. A combination of park day labor, permanent park journeymen and contractors helped to control construction costs.

As part of the overall construction process, the electric shop undertook additional energy conservation measures to ensure the most efficient operation possible including replacing lighting, refrigerators and water pumps with newer, more efficient models. The new equipment requires a reduced load

resulting in lower cost and a smaller solar electric system.

The project has been recognized by the Department of Energy as a 2003 Federal Energy Saver Showcase Award Winner. The system provides a 95% energy savings over the previous generation system. In addition, it highlights the potential for utilizing photovoltaic as a viable power source in the Pacific Northwest. The switch to photovoltaic generation improves air quality by reducing the Park's overall emissions, a key to maintaining its Wilderness designation.

Mount Rainier National Park was established in 1889, comprising 235,625 acres in west-central Washington. In 1988, 97% of the Park was designated as Wilderness. The Park includes Mount Rainier (14,410 ft.), an active volcano encased in over 35 square miles of snow and ice, as well as outstanding examples of old growth forests and sub alpine meadows. Because the Park is relatively accessible to the highly populated Puget Sound area, the number of annual visitors exceeds 2,000,000. ■



Sustainability

Putting Electronic Products in Their Place

by Christopher Kent, U.S. Environmental Protection Agency -
article provided by Jonathan Herz, GSA Office of Real Property

Ever wonder where your old computer is now? Was it sent to a landfill? Was it exported to the Pacific Rim to be destroyed by children to capture a few cents worth of copper? Were parts of it reincarnated to help create a newer, faster computer? Is someone else—a student maybe—tapping away on the same keyboard your fingers knew so well? Your computer is equally likely to have traveled down any of these routes.

Computers and electronics have quickly become part of our daily lives, but many people are unaware of how employers make purchasing decisions for these products and how they eventually dispose of them. Yet the path of a computer - from the time it is designed to when it arrives on your desk to when it becomes

What Makes Them So Special?

Electronic products are made up of a combination of precious and other metals, engineered plastics, glass, and other materials—all valuable resources that are all too often sent to landfills without a second thought. Some electronic products contain hazardous or toxic substances. Products containing cathode ray tubes (CRTs), circuit boards, batteries, and mercury switches can contain lead, mercury, cadmium, chromium, and some types of flame retardants, which can pose serious environmental risks if not properly managed. This growing, changing product stream presents new challenges and responsibilities in designing and managing electronic products to reduce their life-cycle environmental impacts. ■

obsolete a few years later—can have a dramatic effect on the environment. Used and obsolete electronics, such as computers, printers, mobile phones, and fax machines, are part of an increasing and complex material

stream that poses new challenging waste and environmental management problems.

People tend to think of computers as clean technology, but electronic equipment contains such hazardous substances as lead, mercury, chromium, cadmium and beryllium. Some states are even categorizing CRT monitors as hazardous waste. There is a growing awareness that it's not right just to throw it away. Electronic waste (e-waste) is the most rapidly growing waste problem in the world. It is a crisis of quantity and toxicity posing occupational and environmental health threats. The stronger occupational safety regulations are, the more money it costs to dispose of old electronic equipment. There is a report by the Basal Action Network and the Silicon Valley Toxic Coalition (<http://www.svtc.org/cleancc/pubs/technotrash.pdf>) that >>>



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>>> reveals the current 'escape valve' to handle this problem - exporting the e-waste crisis to Asia. Some recyclers send electronic waste to third-world countries for cheap disposal under conditions dangerous to workers there.

That is why the Federal Electronics Challenge encourages electronics management from purchasing to disposal, addressing the entire life cycle," said Charles Johnson, Department of Defense (DOD) Representative in the Office of the

sponsored by OFEE, EPA, DOD, GSA, and the Federal Network for Sustainability, with additional agencies likely. Partners will learn the importance of applying environmentally sound electronics management principles throughout a product's life cycle stages—from the acquisition and procurement of environmentally preferable products to the operations and maintenance phase to end-of-life management of those products.

After completing a baseline survey, partners will set realistic goals to improve the management of their electronic assets and will track their progress. Depending on a partner's commitment level and achievements, partners can qualify for a bronze, silver, or gold award. The more the partners do, the higher the recognition they will receive with Gold partners receiving White House recognition. Partners will also receive technical assistance, networking opportunities, and additional tools and resources as they work to reduce their environmental footprint.

Recruitment for the FEC pilot phase is currently underway and has already garnered interest from several Federal agencies. For more information about the Federal Electronics Challenge, opportunities to join and the wide variety of tools developed to help Federal Facilities reduce their environmental impact, visit www.federalelectronicschallenge.net, or contact Christopher Kent at (202) 564-8842 or via e-mail at kent.christopher@epa.gov. ■

Get Involved!

Pilot Partners

The FEC Steering Committee is targeting facilities in Washington, DC; Great Lakes; and West Coast regions of the country for the pilot phase. For more information on how you can sign up to become a partner in the Federal Electronics Challenge, visit www.federalelectronicschallenge.net.

Stakeholders

FEC welcomes information from the electronics industry, recyclers, and non-government organizations. For more information on how you can become involved, visit www.federalelectronicschallenge.net.

As one of the largest consumers of electronics products, the Federal Government has a unique opportunity to set the pace for environmentally sound electronics procurement and end-of-life management. And the Federal Electronics Challenge (FEC) is doing just that. Launched in May 2003, the year-long pilot phase set the stage for a purchasing and end-of-life challenge that encourages environmentally sound electronics management at all Federal facilities and agencies.

"Electronic products today are replaced so frequently that it is important to have a balanced electronics management program.

Federal Environmental Executive (OFEE).

The Federal Electronics Challenge is a purchasing, operations, and end-of-life management challenge issued for Federal facilities or agencies that want to:

- Purchase greener electronics products,
- Manage their electronic assets in an environmentally sound manner
- Receive assistance to change their current practices, and
- Gain national recognition for their efforts.

The Challenge is open to all Federal agencies and facilities. FEC is

Sustainability

Going Green Online: Federal Agencies Make Buying Green Office Supplies Easy

By Holly Elwood, U.S. Environmental Protection Agency

Article provided by Jonathan Herz, GSA Office of Real Property

Like many Federal agencies, the U.S. Environmental Protection Agency (EPA) buys most office supplies from a variety of sources using individual purchase cards. Unfortunately, this prevents the agency from receiving group discounts. In addition, due to the limited purchasing information available from credit card companies, it is difficult to track and manage what specifically is being bought with EPA's purchase cards.

Moreover, it is challenging to train purchase card holders on how to buy "green" products in accordance with Federal green purchasing requirements; ensure they will remember to ask about the environmental attributes of each product they consider buying; and get

Just How Popular Are Purchase Cards?

- In 2002, government agencies charged over \$15 billion dollars on more than 400,000 purchase cards.
- EPA estimates annual office supply expenditures of \$5 million, or about 14 percent of its \$35.8 million total purchases via 2,000 purchase cards.
- The Army spends approximately \$100 million on office products each year, or about 6 percent of its \$1.7 billion in purchases via 100,000 purchase cards.

the answers they need from each vendor in a timely fashion so they can buy products that meet EPA's performance, cost, and environmental requirements. As the agency

responsible for protecting human health and the environment and for administering the Environmentally Preferable Purchasing (EPP) and Comprehensive Procurement Guidelines (CPG) Programs (www.epa.gov/epp) and (www.epa.gov/cpg), EPA decided it should green their purchases of office supplies by greening their upcoming office supplies blanket purchase agreement (BPA).

In March, EPA launched an effort to purchase all non-electronic office supplies via an agency-specific e-catalog—an online directory of products and services available for sale under a pre-negotiated BPA with a commercial vendor, Corporate Express. EPA purchase card holders use the EPA e-catalog, (www.epasupplies.com), to select from a large array of office supplies, including those that meet the CPG requirements for recycled-

Benefits

According to federal agency staff interviewed for *Buying Green Online: Greening Government E-Procurement of Office Supplies*, the benefits of buying office supplies through BPAs include:

- Cost savings through group discounts
- Reduced time spent on routine processing of orders
- Improved tracking and monitoring capabilities
- Increased availability of up-to-date product information
- Ease of use
- Increased ability to meet mandatory source-of-supply requirements
- Increased ability to meet agency-specific purchasing goals
- Improved satisfaction of customers and procurement professionals

Representative Federal Agency Office Product E-Catalogs

Agency	Facility	Vehicle	Primary Office Supply Vendor(s)	Voluntary/Mandatory
DOD	Naval Undersea Warfare Center (NUWC)	BPAs with multiple vendors	Office Depot, Corporate Express	Mandatory
DOE	Idaho National Engineering and Environmental Laboratory (INEEL)	BPAs with multiple vendors	Bangs Office Products, Mower Business Systems (toner cartridges), Unisource (paper products)	Mandatory
DOE	Pacific Northwest National Laboratory (PNNL)	BPAs (Master Agreement) with multiple vendors	Guy Brown (local supplier for Boise Office Solutions), Pacific Office Solutions (for Corporate Express)	Voluntary
DOE	Sandia National Laboratory (SNL)	BPAs with multiple vendors	Boise Office Products, Document Solutions (toner cartridges), Sandia Paper (paper products)	Voluntary
EPA	Agency-wide	BPA with a single vendor	Corporate Express	Mandatory
NASA	Kennedy Space Center (KSC)	BPA with a single vendor	Boise Office Products	Mandatory
NASA	Langley Research Center (LaRC)	BPA with a single vendor	Boise Office Products	Voluntary

Green Standard	Attributes	Restrictions	Tracking/ Reporting	Increased Purchase of Green Products
CPG	Recycled content	More than 2,500 products default to a CPG-compliant, recycled-content option	Vendor reports by CPG product category and quantity purchased	Increased recycled-content paper purchases as a % of total paper purchases to 77 % in FY 2002.
CPG	Recycled content, Remanufactured	Only the CPG-compliant recycled-content product is available thru the e-catalog	Vendor reports "green" purchases as percentage of total purchases	yes
Farm Security Act 9002, EO13134, RCRA 6002-EO13101 Energy Act-EO13123	Biobased, Energy/ Water Efficient, Recycled Content	Green products are promoted on vendor websites, PNNL offers Green Guide to Purchasing and staff training on need to purchase green products	All purchases via Purchase Card. The reasons for failure to purchase CPG items are tracked and reported electronically in the software system	Purchased recycled paper for high speed machines since 1993; purchasing almost 100 percent of CPG items incl. justified exceptions
CPG	Recycled content, Re-manufactured	Only the CPG-compliant recycled content product is available through the e-catalog	Database tracks each purchase. Data reviewed quarterly to determine total recycled content purchases and recycled as percentage of total purchases	Purchases of recycled content products increased from less than 50 percent of overall purchases in FY 2000 to more than 80 percent in FY 2002.
Multiple standards	See Appendix A	Only the green product is available through the e-catalog	Vendor reports quarterly on purchases of products that meet EPP specifications, including CPG.	Pilot program in winter, 2004 with nationwide availability by close of FY
CPG	Recycled content	Employees must file waiver request to justify purchase of products that are not CPG-compliant	Vendor reports total purchases and total compliant purchases by CPG product category	Purchases of recycled products as a percentage of total purchases increased from 56% in FY01 to 76% in FY02.
CPG	Recycled content	Environmental Policy specifies waiver for non-compliant purchases.	Vendor required to report total purchases and total CPG-compliant purchases	yes

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>>> content and the Executive Order (E.O.) 13101 mandate to purchase environmentally preferable products and services—products and/or services that have a lesser or reduced impact on the environment and human health when compared to competing

Federal office product e-catalogs. To improve tracking of purchases and ensure they are taking advantage of requisite group discounts, some of the agency representatives EPA interviewed have made their agency's e-catalog the only authorized

Appendix A of the Buying Green Online Report noted above, are more comprehensive than those of other agencies. EPA will modify and augment these green purchasing criteria as office products with additional positive environmental attributes become available. EPA's BPA also requires recycling of all used toner cartridges and batteries. Vendor evaluation criteria used in the award of the BPA included having an Environmental Management System (EMS) in place or in development and having green fleet purchase and maintenance programs.

Drivers

Agencies successful in greening the product offerings in their agency-specific e-catalogs cited the following drivers for their green procurement programs:

- Legal requirements.
- Improved access to green products.
- Increased purchase of green products.
- Improved tracking and monitoring of green purchases.
- Improved environmental performance for the agency.

products or services that serve the same purpose.

To develop its e-catalog, EPA identified and interviewed procurement and environmental staff from several government agencies that already have e-catalogs in place for purchasing office supplies and, in some cases, direct their purchasers to buy green products (see Table). EPA has made the lessons learned via these interviews available in a report that can serve as a resource for Federal agencies and others working to green their purchases through current or future BPAs. The report, *Buying Green Online: Greening Government E-Procurement of Office Supplies*, is available at www.epa.gov/epp/pubs/buying_green_online.pdf. It includes Federal agency success stories, EPA's green criteria for office supplies, EPA's RFP language for its BPA, and a chart describing a range of

mechanism for the purchase of office supplies.

Others have limited the products available via their e-catalog to those that meet EPA's recycled content guidelines in an effort to increase the purchase and use of green products.

Although other government agencies have set up successful programs for encouraging the online purchase of green office products, EPA's green purchasing criteria, located in

"Buying office supplies through this new system eliminates the big 'ifs' from the process. When purchase card holders buy through this online e-procurement system, it's guaranteed that they are buying products that meet Federal green purchasing requirements—and other government purchasing requirements as well. We've created a win-win green solution that will work for everyone," said Kerrie O'Hagan, EPA's Purchase Card Program Manager.

For More Information

To view EPA's Buying Green Online Report, visit: www.epa.gov/epp/pubs/buying_green_online.pdf. For more information contact Holly Elwood of EPA at (202) 564-8854 or via e-mail at elwood.holly@epa.gov. ■

As a result of limiting offerings to products compliant with EPA's recycled content guidelines, the Department of Energy's Sandia National Laboratories reported that purchases of recycled content products increased from less than 50 percent of overall purchases in 2000 to more than 80 percent in 2002.

Sustainability

Setting the Standard for Sustainability

submitted by Alison Kinn Bennett, Green Building Projects Manager, Environmentally Preferable Purchasing Program, U.S. Environmental Protection Agency, article provided by Jonathan Herz, GSA Office of Real Property

Over the past few years, the building design and construction communities have made substantial efforts to incorporate sustainability into their practices to reduce the environmental impact of development. In December 2003, ASTM International (formerly the American Society for Testing and Materials) Committee E6 on Performance of Buildings, Subcommittee E6.71 on Sustainability, demonstrated a commitment to green building by finalizing revisions to Standard E2129—"Standard Practice for Data Collection for Sustainability Assessment of Building Products." The revised standard is intended to facilitate the dialogue on sustainability issues among a variety of building professionals, including:

- **Planners**
- **Developers**
- **Architects**
- **Engineers**
- **Interior designers**
- **Contractors**
- **Building materials and product manufacturers**

Specifically, the standard features a

comprehensive questionnaire, organized by the Construction Specifications Institute's MasterFormat™. Responses will provide users with information to assess the overall environmental sustainability of specific building products such as concrete, masonry, insulation, wood, sealants, HVAC systems, and floor coverings.

EPA hopes the revised standard will enable the building industry to push

the National Technology Transfer and Advancement Act," said Alison Kinn Bennett, sustainable building project manager for EPA's EPP Program, who chaired the Data Collection Task Group that developed this standard.

Additional efforts by ASTM's Subcommittee on Sustainability include a standard on environmentally preferable product specifications and a guide that identifies the general principles of

ASTM is a nonprofit organization comprised of more than 30,000 individuals from 100 nations. Since 1898, ASTM has provided a global forum for the development and publication of voluntary consensus standards, which serve as the basis for manufacturing, research and development, product testing, procurement, and regulatory activities around the world. For nearly five years, EPA's EPP Program has worked with ASTM to develop an array of environmental standards. To find out more about ASTM standards development, visit www.astm.org. ■

sustainable building design and construction to new limits. "This standard and others demonstrate ASTM's tremendous contribution to the advancement of sustainable building. ASTM is developing invaluable resources for Federal agencies as they strive to meet mandates under the Greening the Government Executive Orders and

sustainability relative to buildings.

To learn more about these ASTM Standards, contact Alison Kinn Bennett at (202) 564-8859 or via e-mail at kinn.alison@epa.gov (article from EPA's "Environmentally Preferable Purchasing Update" Spring 2004 edition). ■

Telework

Telework: The Future Is Now At GSA's Office of Real Property

provided by *Dee McFadden Wallace, GSA Office of Real Property*

GSA's Office of Real Property has released a newly developed 13-minute video focusing on and promoting advances in telework and workplace technology. The video, "Telework: The Future Is Now At GSA's Office of Real Property" features demonstrations of a wide array of

advances in teleworking and in associated technology tools.

The video highlights on-going work arrangements and workplace development activities in the Office of Real Property (MP) located in GSA's Office of Governmentwide Policy. MP produced the video to

increase Federal agency awareness of actual and ongoing benefits being achieved through advances in telework and to facilitate the growth and optimal utilization of Federal telework. While designed for Federal agencies, the video's contents are applicable to the private sector and other public sector organizations.

To obtain a copy of the video (CD format), contact Dee McFadden-Wallace at (202) 501-1823 or via e-mail at Dee.McFadden-Wallace@gsa.gov. ■

Newsroom

SUSTAINABILITY - "The Costs and Rewards of Sustainable Design"

The article "The Costs and Rewards of Sustainable Design (Do LEED-EB Buildings have a measurable economic impact?)" was included in our Spring 2004 Polycysite issue from Today's Facility Manager magazine.

Correction: The following important information is added here for reference. The article was reprinted with permission from the editor of Today's Facility Manager magazine, the October 2003 issue. The article was authored by Mr. Michael Arny, president of the Madison, Wisconsin-based Leonardo Academy and chair of the U.S. Green Building Council (USGBC) LEED-EB Committee. Footnotes for the article include:

- 1 The Financial Power of EnergyStar®, USEPA, 1998.
- 2 Electric Power Monthly, U.S. Energy Information Administration, August 2003 (also see www.eia.doe.gov/cneaf/electricity/epm/chap5.pdf).
- 3 Experience Exchange Report, Building Owners and Managers Association International, 2002.
- 4 "Liquid Gold," by Anne Gonzales, Sacramento Business Journal, March 17, 2003.
- 5 BOSTI Association, 2001.
- 6 BOSTI Association, 2001.
- 7 "Greening The Building And The Bottom Line," Rocky Mountain Institute, 1994.

For more about Today's Facility Manager magazine and valuable information on quality operation, design and maintenance of facilities, visit www.facilitycity.com.

ON THE NET:
www.gsa.gov/realpropertypolicy

Check out this one-stop Internet source for information for today's Federal real property asset managers and workplace development experts. From the latest in "green" design to current real estate regulations to a "library" of best practices for your office to adapt to your strategic needs. This and much more...E-Real Estate, performance measures, telework, real estate laws and the latest Executive Order 13327, "Federal Real Property Asset Management." ■

Planning

In The Footsteps of Lewis & Clark: GRPIS at a Glance

by Gary Jordon, GSA Office of Real Property

In May, the Governmentwide Real Property Information Sharing (GRPIS) Team headed back out to the Pacific Northwest to begin the Program's eleventh GRPIS Study in Portland, Oregon. As in previous GRPIS Studies, the team has visited Federal agencies to explain the benefits of the GRPIS Program, update field professionals of new legislation and ways to implement new regulations. Agency visits also provide opportunities to learn of emerging good practices, learn what

the pressing real property related issues are that field professionals are facing, and to help facilitate Federal partnerships. Based upon the reception the GRPIS Team received, a new GRPIS Council composed of Federal real property professionals will form in the fall.

Recently, the GRPIS Team was contacted about conducting a GRPIS Study encompassing the State of North Dakota. The Minot, ND Job Corps Center expressed their desire for a GRPIS council after learning of the benefits that the Excelsior Springs Job Corps Center was able to realize as part of the Heartland GRPIS Council in the Kansas City area. While the present GRPIS councils are centered in major metropolitan areas, a venture into North Dakota will allow the GRPIS Program to expand into a rural area of the United States by determining effective ways to serve a remotely-based constituency.

Conducting a GRPIS Study in a rural area, with the eventual formation of a council, will utilize video and teleconferencing means of communicating. The GRPIS Team expects that the lessons learned in a rural area will be transferable to outlying member agencies of existing councils. A study in a rural area will also identify and highlight the real property related issues that a rural area encounters. The GRPIS Team plans to begin a North Dakota Study in late summer.

By popular council demand, the GRPIS Team has partnered with

Sandia National Laboratory (New Mexico) to present the RAMPART/ GSA software program. RAMPART is a risk-based screening program designed to assist building managers in determining what further studies may be needed in security and emergency systems. At numerous council meetings, Susan Carson of Sandia National Laboratory, demonstrated the software by selecting the meeting facility as a test case.

RAMPART makes a screening-level assessment of the risks associated with a given building in the face of certain hazards, calculating the risk arising from five natural hazards (earthquake, tornado, hurricane, winter storm, and flood); crime (inside and outside the building); and terrorism. Risk from fire will be added to the list of hazards addressed by RAMPART in release 3. Sandia National Laboratory is actively looking for a Federal agency to sponsor a more comprehensive terrorism component to RAMPART. The software is free to Federal agencies, developed under a contract with the General Services Administration. Agencies wishing to acquire the software should e-mail her at sdcarso@sandia.gov.

Other topics presented and discussed at recent GRPIS Council meetings have included: Outsourcing/A-76; implications of Executive Order 13327 – Federal Real Property Asset Management; implementing Executive Order 13148 – Greening the Government Through Leadership in Environmental Management; Federal agencies collaborating with the Job Corps to meet human resource needs, and; Federal agencies collaborating to procure real property related services. ■



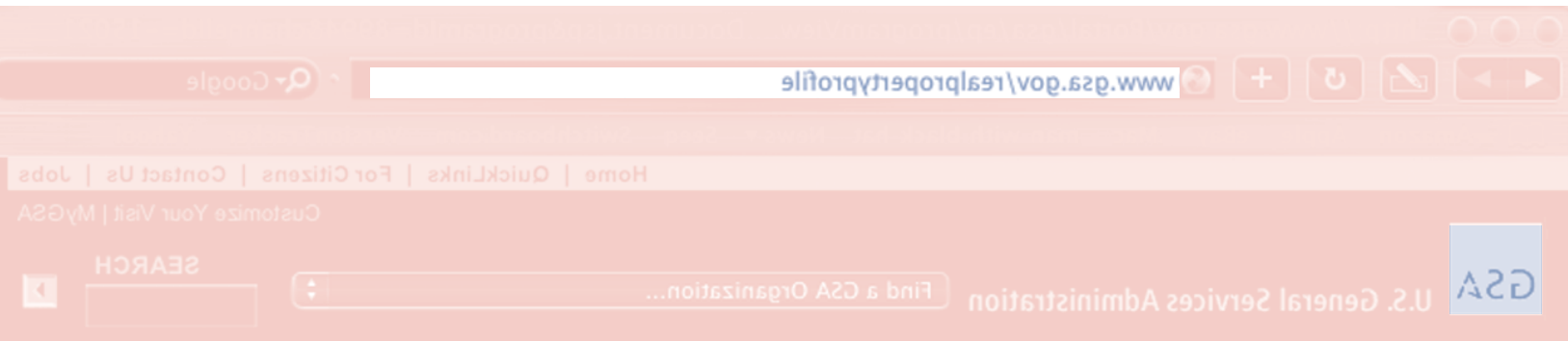
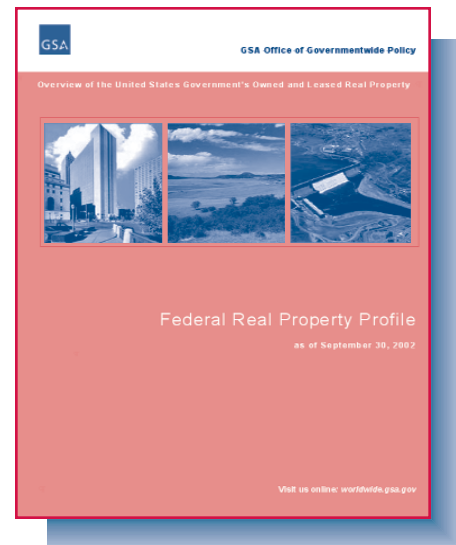
Portfolio Inventory

Federal Real Property Profile Summary Report Released!

by Ken Holstrom, GSA Office of Real Property

A Bulletin announcing the issuance of the FY2003 Federal Real Property Profile Summary Report was signed by Office of Governmentwide Policy Associate Administrator G. Martin Wagner on April 14, 2004 and appeared in the Federal Register on May 7, 2004. The report provides an

overview of the Government's real property assets categorized in three major areas: buildings, land, and structures. The notice also informs readers where they can obtain copies of the report and who they can contact for further information. Contact Ken Holstrom via e-mail at kenneth.holstrom@gsa.gov. ■



New Web Federal Real Property Profile Wows Feds at Interior Conference

by Ron Rice, GSA Office of Real Property

The Department of the Interior held a Facilities and Asset Management Conference in Orlando, Florida from May 3-7 2004. The theme was "Stewardship of Federal Assets, United Commitment to Excellence."

Also committed to excellence is GSA's Office of Real Property in leading edge

management of the government's portfolio assets. The Office's McDonald Peoples gave an important overview of the latest developments in the Internet Application of the Federal Real Property Profile (FRPP-IA).

The conference audience learned about the two main components of the FRPP-IA (the Annual Summary

Report and the Internet Application), how the Annual Report is compiled and what critical data is needed from the agencies to produce the report.

The attendees came away with an important message about the internet Application, the new features that have been incorporated and changes being planned for the future. Many lessons were learned...the use of the Internet Application as a management tool, where to find the application on the Internet, its main functions, and where to find the FRPP-IA summary report on the GSA portal — all important tools for today's Federal asset manager. ■

Portfolio Inventory

New Inventory on the Net Enhanced For Customers

by Ron Rice, GSA Office of Real Property

To date in FY 2004, there have been significant enhancements and developments to the Federal Real Property Profile – Internet Application (FRPP–IA). The FRPP–IA application has been relocated to a GSA-owned server and migrated to Version 3, which allows for additional reportable

fields, new usage codes, occupancy information, and functionality to maintain GSA survey information within the FRPP. The GSA survey information was migrated and incorporated into the FRPP database.

The FY 2003 FRPP Summary Report of Federally owned and leased real

property was also issued on-line and in paper format. The Profile reflects the data reported by steward agencies at the end of FY 2003. The report can be found on the GSA web site at

www.gsa.gov/realpropertyprofile, where it can be read, printed or downloaded. The Data Call requesting agency information for the FY 2004 FRPP was issued on July 2, 2004.

A customer focus group meeting to gain agency input and discuss customer issues and concerns was held on June 25, 2004 at GSA Headquarters. ■

The screenshot shows a web browser window with the address bar at www.gsa.gov/realpropertyprofile. The page header includes navigation links: Home | QuickLinks | For Citizens | Contact Us | Jobs, and a search bar. The main navigation menu contains: BUILDINGS | PRODUCTS | SERVICES | TECHNOLOGY | POLICY | ABOUT GSA. The breadcrumb trail is: Home > Policy > Real Property > Federal Real Property Profile (FRPP) > FRPP Literature. The main content area is titled "Real Property" and "FRPP Literature", listing two items: [Customer Guide to Reporting Real Property Inventory Information](#) and [Federal Real Property Profile Summary Reports](#). A table below the first item shows document details:

Doc ID	Name	Format	Size	Publish Date
	Customer Guide to Reporting Real Property Inventory Information	Word	373k	

On the left side, there is a sidebar with a list of categories: Overview, Achievement Award, Alternative Officing Information, Best Practices, E-Real Estate, Evaluation **Summer 2004**, Federal Real Property Profile (FRPP), and FRPP Literature. A "Back to top" link is located below the table.

Best Practices

Government Begins to “Adopt” Best Practices

By Reza Motamedamin, GSA Office of Real Property

The call for Entries for the 2004 GSA Achievement Award for Real Property Innovation has come and gone. In its place is a stellar assortment of Real Property and Innovative Workplace entries from throughout the Federal Government.

In particular, this year's entries for the ADOPTED BEST PRACTICE category illustrate the success of the awards program to facilitate the adoption and implementation of successful best practices between agencies.

Winners from the Department of the Interior (DOI), Defense (DoD), and the Department of the Army will take home this year's awards for Best Innovative Policy, Practice and Best Adopted Practice.

DOI won the Best Innovative Policy award for their entry, “Guidelines for Wireless Telecommunication Facilities,” which provides a clear roadmap to both public and private sector organizations for the installation of wireless telecommunication facilities, such as cellular, PCS, WiFi, and other wireless communication networks within the 75,000-acre Golden Gate National Recreation Area in Northern California.

DoD won the Best Innovative Practice award for their entry, “Military Housing Privatization Initiative,” using new authorities provided by Congress to use private sector expertise and capital to accelerate improvements to housing inventory; which under traditional methods would cost over \$30 billion and take 30 to 40 years.

The Department of the Army's entry,

“Army Strategic Master Space Plan,” will take home the first Best Adopted Practice award. Army adopted the best practice for strategic planning that originated at the Tennessee Valley Authority (TVA) for developing a strategic master space plan to meet its real property management challenges.

Two Honorable Mentions go to the General Services Administration's, Public Buildings Service for their entries, “Best Value” Facilities

Management Partnership” and “GSA's Environmental Risk Index.” The entries will also be published in the Best Practices Newsletter this fall and on our website's E-Practice database at www.gsa.gov/realpropertypolicy.

The Award Ceremony will be held in Washington, DC on October 7, 2004, and is open to everyone. For more information contact Tanya Gross at (202) 501-2904 or via e-mail at tanya.gross@gsa.gov. ■



Succession Planning

GSA Provides Learning Experience for College Generation

by Cindy Quan, GSA Office of Real Property

REFLECTION ON SPRING SEMESTER EXPERIENCE WITH GSA

My “Cornell in Washington” journey kicked off on February 2, 2004 at GSA, in the Office of Governmentwide Policy, Office of Real Property, Innovative Workplaces Division under the supervision of Stan Kaczmarczyk. While I expected a great 3-month learning experience in the field developed by my Professor, Frank Becker, what I truly gained from working with the best and brightest minds was invaluable.

Although I had never before experienced what it would be like to “hit the ground running,” from day one in the 6200 corridor of the GSA headquarters building, I was put to the test on my semester long run. Working with the Integrated Workplace Team consisting of Mike Atkinson, Rob Obenreder, Jonathan Herz of GSA, and Diane Hartley and Tara Auclair from Spaulding & Sly Colliers, to develop a Business Case for the Integrated Workplace was the heart of my job. Being a part of this collaborative team made me realize how much my opinions and input would be valued and taken into consideration for the final document. It was on the second day of the job after the team meeting, when it dawned upon me that I wasn't going to be an “intern” for three months, but a team player. As the Business

Case evolved from seedling ideas to a coherent PowerPoint, I was able to see my educational contribution reflected in the organization and presentation of the material.

As time flew by this semester and my experience became even more solidified, I knew that I wanted to pass on the knowledge that I had gained to future Cornell students in the Facilities Planning & Management field. Luckily, a preplanned trip to Cornell allowed me to get the ball rolling in establishing a permanent connection between future students and GSA. While the Cornell in Washington Program allows students to find their own externship, knowledge of the right places to work that best fit the student is crucial. After three days of canvassing for GSA and meeting with students in the Design and Environmental Analysis Department in the College of Human Ecology to answer their questions about my experience, I had broadened the knowledge base of the innovative work happening in the Federal Government. Continuing efforts will be made in my role as the President of the Cornell Chapter of the International Facilities Management Association to spread awareness of the groundbreaking work in the facilities field.

When I look back at the past three months, I can honestly say that I have had the best learning experience in my life. My fit with the Innovative Workplaces Division is due in great part to the curriculum put together by Frank Becker and William Sims, Professor and Director of the Facilities Planning and Management program at Cornell. With courses in interior design, human factors and ergonomics, facilities management, real estate, business management, and economics, students in this field are well rounded in understanding the vast influences of the facilities field.

Through the people I met and worked with on a daily basis, I have been able to get a taste of the real world. I am ecstatic about starting my summer internship with Goldman Sachs in New York City in their Corporate Services Division, which I obtained only after talking about my working experience at GSA. I will truly miss all the people who make the Office of Real Property so unique and are so passionate about their work.

What they might not realize is: their influence is wider and greater throughout the world than they think. Without innovative minds, new solutions to old problems will never arise. ■

Cindy Quan will be a senior in the College of Human Ecology at Cornell University next fall. She is a dual major in Policy Analysis & Management and Design & Environmental Analysis, concentrating in Facilities Planning and Management and Consumer Business. After she graduates in 2005, she hopes to work in real estate development.

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