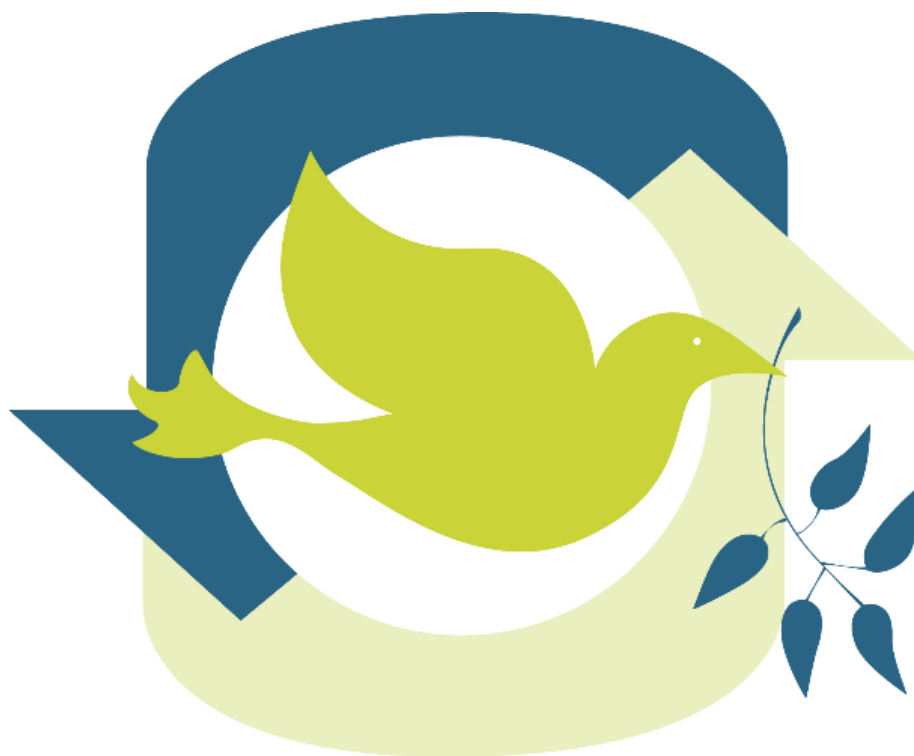


# The Peace Corps Sustainability Plan



Peace Corps  
**Green Team**

August 31, 2010

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# Peace Corps Sustainability Plan

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## Section 1: Agency Policy and Strategy

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### I. Agency Policy Statement

The Federal Government is the largest consumer of energy in the United States. The Peace Corps contributes to this consumption with its global presence of employees, facilities, and vehicles located in 76 countries worldwide. We are committed to support Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance. Although the executive order applies to activities and resources in the United States, the Peace Corps can provide leadership, and wherever possible, apply the spirit and intent of the executive order to our overseas resources as well. Additionally, our volunteers can share green ideas within the countries in which they serve.

On January 14, 2010, Peace Corps' Director Williams held his first Peace Corps "All Hands" staff meeting to discuss agency-wide priorities. He emphasized a commitment to improve sustainability in worldwide operations by "greening the agency in terms of projects, operations at our overseas posts and overall infrastructure." The Office of Management has developed a draft Peace Corps Green Strategy that includes actions that the Peace Corps will undertake to reduce Greenhouse Gas emissions. We have set a target to reduce the amount of annual greenhouse gas emissions from our domestic operations by 20 % by fiscal year 2020. Additionally, we have set a 20 % reduction target for our domestic petroleum usage by fiscal year 2020.

Although we have not yet set specific targets for our overseas locations because of the challenges of the operational environment and availability of energy sources, we are identifying quantifiable measures this fiscal year to reduce energy consumption through training, evaluations, and other methods pertaining to our global operations.

For Fiscal Year 2010, the Agency has embarked on two major projects demonstrating our commitment to worldwide sustainability. First, we are renovating our commercially leased headquarters building with a more efficient space design, allowing us to move two floors of employees from another building into our main headquarters building. We will be reducing our overall square footage by more than 10 % and thereby, expect to reduce our energy consumption. During this renovation, we are replacing an inefficient cooling system in our data center with an Energy Star-rated air conditioning unit. Second, we have hired an energy expert consultant to conduct energy audits at three of our overseas posts. The overseas energy audit project includes developing energy checklists that can be used worldwide at our posts to reduce energy cost and greenhouse gas emissions.

The Peace Corps has had significant successes in sustainability projects over the past two years. In FY 2009, we created the Peace Corps Green Team that created newsletters, a website, and other information channels to provide employee education on recycling, composting, water and energy savings tips. One of the biggest successes of the green team education program was a 25% reduction in paper usage for copying and printing. Additionally, we recently reduced our electric energy consumption in our Washington Headquarters by 16 % by shutting down our HVAC systems on weekends and holidays.

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The Peace Corps is committed to lead the way in Federal greening efforts worldwide and looks forward to sharing ideas with other government agencies.

### **II. Sustainability and the Agency Mission**

Sustainability is a fundamental part of the Peace Corps Mission. The first goal of the Peace Corps mission is to help countries in meeting their need for trained men and women. Increased GHG and environmental degradation disproportionately impact undeveloped countries, and many of the volunteers serving around the world work on direct environmental projects or agricultural projects in which teaching sustainability is often paramount to meeting basic needs. Our volunteers have been recognized for working on projects improving wastewater and creating alternate fuel solutions in developing countries. Although our agency mission and the volunteer projects we support are outside the scope of Executive Order 13514, we believe our efforts meet the intent of the executive order and allow us to set an example in countries in which we live and work. Additionally, many sustainment and infrastructure improvement initiatives at our posts will create cost savings, allowing the agency to have more funds available to support volunteers.

### **III. Greenhouse Gas Reduction Goals**

#### ***Scope 1 Target.***

Buildings - In the United States, the Peace Corps' main headquarters building is in a GSA commercially leased facility with an additional two floors in second GSA commercially leased facility. Our nine Regional Recruiting Offices (RROs) each occupy 7,000sf or less in GSA federal buildings or in a commercial leased building. Therefore, we have no scope 1-reduction targets for our domestic offices. However, we will continue to collaborate with our property owners and seek ways to reduce energy in our commercially leased buildings. For instance, we are consolidating our staff into one building over the next two years will allow us to cut our GHG emissions by reducing the square feet occupied by Peace Corps.

Vehicles - The Peace Corps has set a target to reduce GHG emissions by 20% on our domestic vehicles by 2020. While Peace Corps maintains a fleet of 650 vehicles, only 21 of our vehicles are in the United States. Twenty of the twenty-one vehicles are GSA leased and remaining one is commercially leased. We expect to reduce vehicle GHG by traveling fewer miles and continuing to use more fuel-efficient or alternative fuel vehicles to support our mission.

#### ***Scope 2 Targets.***

The Peace Corps does not purchase any electricity, steam, or heat in the United States and therefore, has no scope two targets. However, we purchase electricity at our overseas post and are developing plans to reduce GHG emissions, wherever possible, at our overseas post. We expect to have GHG emission reduction targets for our overseas post by fiscal year 2012.

#### **Scope 3 Targets**

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The Peace Corps has set a goal to reduce scope 3 GHG emissions by 20% by FY 2020. We expect to achieve this goal by increasing telework participation and mass transit use, promoting carpooling, and reducing business travel by increasing other telecommunication methods.

### **IV. Plan Implementation**

The Office of Management has the responsibility for implementing the Peace Corps Green Action Plan and the Director has appointed the Chief of Administrative Services the Agency Senior Sustainability Officer. The Senior Sustainability Officer (SSO), with the support of the Green Team has developed the first draft of the Peace Corps Green Action Plan this year. The Peace Corps Green Team, which has representatives from each operational office, the Office of the CFO, the Office of the CIO, the Office of Acquisitions Contract Management, and General Council will update the plan quarterly. Our green team publishes a quarterly newsletter distributed to our locations worldwide.

We expect to have a full-time employee dedicating one-half of their work hours to ensure plan implementation, measure progress, and provide an analysis of the progress hired by August 2010. The Green Action Plan incorporates all of the goals from Executive Order 13514 and all other previous federal requirements. This Action Plan serves as a roadmap to identify the most critical and practical steps in make sustainable energy a fundamental part of the Peace Corps culture. Our green strategy has five focus areas:

1. Greening Peace Corps Real Estate
2. Fleet Management
3. Employee Education and Awareness
4. Buying Green – Procurement
5. Greening your Commute

We have incorporated three basic principles throughout the focus areas:

1. Change the culture and philosophy of energy usage
2. Integrate energy goals in facility management and space planning
3. Promote awareness of conservation methods through communication and education

The Senior Sustainability Officer will provide the Associate Director of Management with yearly GHG reduction targets to be included in his or her annual performance plan. If the SSO identifies any resourcing requirements needed to reach our targets, he or she will request for agency resources through the OCFO.

#### **Table 1: Critical Planning Coordination**

The purpose of this table is to illustrate the relationship between the sustainability plan and other planning and reporting efforts across the agency. This table illustrates opportunities for integrating sustainability requirements into existing planning documents and vice versa.

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Originating Report/Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
GPRA Strategic Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Agency Capital Plan	No	No	No	No	No	n/a	n/a	No	No	No
A-11 300s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annual Energy Data Report	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
EISA Section 432 Facility Evaluations/Project Reporting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Budget	Yes	Yes	No	Yes	Yes	n/a	n/a	Yes	No	No
Asset Management Plan/3 Year Timeline	Yes	Yes	No	Yes	Yes	n/a	n/a	Yes	No	No
Circular A-11 Exhibit 53s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
OMB Scorecards	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
DOE's Annual Federal Fleet Report to Congress and the President	No	No	No	n/a	No	n/a	n/a	No	No	No
Data Center Consolidation Plan	No	No	No	No	No	n/a	n/a	No	No	No
Environmental Management System	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other (reports, policies, plans, etc.)	Yes	Yes	No	Yes	Yes	n/a	n/a	Yes	No	Yes

### V. Evaluating Return on Investment

The Peace Corps is a small Agency with extremely limited resources. Therefore, it is imperative that any approved GHG reduction projects be well planned to take into consideration the initial cost and return on investment. With our mission almost exclusively outside the United States, most domestic projects to reduce GHG emissions will only require a simple economic lifecycle cost and return on investment analysis. Consideration will be given to social and environmental benefits and these benefits must be weighed against monetary investment cost. For instance, our ongoing study to place composting boxes in our headquarters buildings is one in which there is not a monetary ROI, but it is still an environmentally sound investment to reduce solid waste disposal. All larger expense project involving capital expenditures must have a cost benefit analysis that includes identifying any social or environmental benefits and/or how it relates to the Agency mission. For smaller projects, we will prioritize our projects that have the highest return on investment or the biggest environmental impact with the lowest cost.

As we expand our projects outside the United States, we will develop criteria to weigh cost, initial investments with return on investment along with mission related benefits.

### VI. Transparency

The Peace Corps has a Green Team webpage on its intranet to share information about all agency green projects. Additionally, we have set up a Peace Corps Green Team account on our Peace Corps GURU platform. The GURU platform facilitates internally the exchange of

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information throughout all our 74 Peace Corps post. GURU has a collaboration tool that enables sharing successful practices via discussion forums, FAQs, and a searchable directory of advice. By fiscal year 2011, we will have our GHG reduction targets and demonstrated progress toward the targets posted on our Green Team webpage. Once CEQ and OMB have reviewed our sustainment plan, we will post a link to our goals/progress reports to our public Internet site along with other green project information web pages our green team is developing.

## Section 2: Performance Review & Annual Update

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### I. Summary of Accomplishments

The Peace Corps has made significant achievements over the past year toward sustainability goals. At the beginning of FY 2009, we established the Peace Corps Green Team with a goal to look for interactive ways to improve environmental awareness within our agency and look for ways to reduce our Agency's carbon footprint. Initially we focused on cost-cutting savings measurements but quickly incorporated ideas that may not have been cost-effective but we believe the "right thing to do" for the environment.

The Green team worked with the Facilities Management Division to mandate recycling. Prior to the inception of the program, Peace Corps' lack of efficient recycling programs enabled Agency employees to dispose of recyclable materials, such as qualifying paper and plastics, into the waste baskets, which the night cleaning crew disposed of as collective disposable waste materials.

Since the inception of the recycling program, the Facilities Management Division (FMD) has produced acceptable guidelines for what constitutes recyclable materials as well as suitable containers for the collection of various recyclable materials such as paper, glass, cans, plastics as well as battery and copier toner cartridges. The guidelines and containers are displayed in high visibility areas, which include the major kitchens, break areas, and workrooms. Every two weeks, a representative from FMD presents the recycling program to new employees at New Employee Orientation. We continue to reduce the amount of solid waste and hope to one day have no solid waste from our building operations.

A second Green Team initiative was to set all copiers and printers to default to duplex printer. This initiative resulted in a 25% reduction in paper use throughout the headquarters.

Peace Corps currently leases the Headquarters and its Regional Recruiting Office buildings. As the lease cost for the buildings includes the utility costs, Peace Corps does not save any money when we reduce our utility usage. Despite this, Peace Corps continues to make an environmental commitment to reduce its utility. Over the past year, we have:

- Installed water flow restrictor faucet aerators in kitchen areas to conserve water.
- Installed signs in all restrooms encouraging water conservation
- Installed motion sensor lights in conference rooms and offices throughout buildings
- Removed every other light bulb in common areas and some offices.
- Replaced a 12-year-old UPS system with a new energy efficient model

The Green Team sponsored an Agency Free-Cycle event in which all staff offices could bring excess office equipment and supplies. We estimated more than 150 people attended the event and approximately 2/3 of the donations were recycled back into the agency. The free cycle was so successful we will have a free-cycle store once our new space design is complete. This exchange will allow staff offices to share and recycle various office supplies.

Our green team meets quarterly and continually looks for ways the Agency can become more environmentally friendly.



**II. Goal Performance Review**

**1 . GOAL: Scope 1 & 2 Greenhouse Gas Reduction**

**a. Goal description –**

- i. **Domestic Buildings**—To reduce our footprint in the Washington, DC office facilities, Peace Corps has begun the Peace Corps Headquarters Redesign Project. During this process (projected completion date November, 2012), we will be pursuing the following goals to achieve greener operations:
  - 1. **Low to No VOC paint**—the interior of the building will be repainted using low to no VOC paint
  - 2. **Low to No VOC carpet**—the interior of the building will be re-carpeted using low to no VOC carpet that has post-consumer content.
  - 3. **Reduced GHG emissions**—approximately 65 people occupying 20,000 square feet in a separate building across the street will be re-located to the Headquarters main building at the completion of the project. This will reduce our carbon footprint approximately 10% by reducing the amount of space occupied by Peace Corps from 180,000 square feet to 160,000.
- ii. **Domestic Vehicles**—Peace Corps has a fleet of 21 vehicles operating in eight major metropolitan areas in the CONUS. Currently four of these vehicles are E85 FF and two are Gas Hybrid, constituting 29% of the fleet. Our goal is to increase the number of alternate fuel vehicles to over 50% of the domestic fleet and to reduce miles traveled by encouraging teleconferencing, WebEx, and other technological communication options.

b. **Agency lead for goal** – The Chief of Administrative Services oversees both the domestic real estate program and the domestic vehicle fleet.

**c. Implementation methods –**

- i. **Domestic Buildings**—Peace Corps is working with GSA, the building owners, and the contractors to ensure that low to no VOC paint and carpet are used in the HQ redesign project. The Chief of Facilities Management is working to ensure that the relocation of staff occurs on time and that Peace Corps reduces its square footage on schedule.
- ii. **Domestic Vehicle Fleet**—Peace Corps is working with the Administrative Officers in the Regional Recruiting Offices (RRO) to encourage them to acquire alternate fuel vehicles wherever possible. The potential roadblocks to this goal are the availability of alternate fuel in the area in which the RRO operates and the ability of GSA to supply alternate fuel vehicles upon request.

**d. Planning table –**

	Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	....	FY 20	
Fleet	Petroleum Use Reduction Targets	%	10%	12%	14%	16%	18%	20%	22%	....	30%
	Alternative Fuel Use in Fleet AFV Target	%	29%	29%	33%	33%	38%	38%	48%	.....	52%
	Scope 1 & 2 - Reduction Targets	%	10%	11%	12%	13%	14%	15%	15%	....	20%

**e. Agency status -**

- i. **Domestic Buildings**—the HQ redesign project has been funded and construction begins in July. Peace Corps has instructed the building

owners and GSA to select appropriately “green” paint and carpet within the next year. By November 2012, a 10% reduction of square footage will be complete. In FY 2010, we reduced electricity consumption by 16% in our largest building by shutting down our HVAC system over weekends and holidays.

- ii. **Domestic Vehicles**—fleet is currently 29% alternate fuel vehicles. Peace Corps is planning to upgrade one gas-dedicated vehicle every other year to an alternate fuel vehicle until 50% of the fleet is composed of alternate fuel vehicles.

## 2 . **GOAL: Scope 3 Greenhouse Gas Reduction**

- a. **Goal description** – To reduce GHG emissions from vehicles used by domestic Peace Corps staff in their commute and in business travel by 20%.
- b. **Agency lead for goal** – The Chief of Administrative Services oversees business travel and subsidies for mass transit and bicycles. The Director of Human Resources Management oversees the telework and alternate work schedule programs.
- c. **Implementation methods** –  
**Transit Subsidies**--Currently only 14% of Peace Corps employees have agency issued parking passes. Due to the cost of parking outside of the PC building, we estimate that less than 20% of Peace Corps employees drive their personal car to work. We provide free parking for employees who carpool and currently have three vehicles used in carpools. We will work to encourage increased carpooling and the use of metro benefits through education. We will implement and promote rideshare program through various channels, such as website, emails, newsletters, initiatives and events. Marketing of already existing carpool and vanpool programs will help employees understand their daily commute options. Currently, only few Peace Corps employees participate in vanpool programs. Our goal for 2010 is to increase awareness of vanpool benefits and invite more employees to join the program. Peace Corps will facilitate employee participation in ridesharing matching programs. The coordinator will publicize within the facility the availability of public transportation. The coordinator will also communicate employee needs for new or improved transportation service to the appropriate local public transit authorities or other organizations furnishing multi-passenger modes of travel. The agency will also promote carpooling by advertising various programs and benefits, like “Rideshare Tuesday,” and “Pool Rewards.” Peace Corps will continue to assign free parking spaces in the garage for employee carpools.

Peace Corps will continue organizing “Green Commute” events, such as “Bike to Work”, “Walk to Work” and “Car Free” days.

**Bike Commuter Benefits.** Peace Corps has approved a Bicycle Commuter Benefit program. A nontaxable benefit was initiated this year and provides a subsidy to eligible employees who commute in any month by (I) regular use of a bicycle for a substantial portion of the travel between their residence and their

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Peace Corps place of employment, and (II) do not receive any other qualified transportation benefit such as transit and parking. Peace Corps will market Biking to work and Walk to work programs actively and offer initiatives to participants.

**TeleWork and AWS**—Peace Corps continues to support telework for employees wherever possible. We recently established an account to participate at GSA Telework centers. Peace Corps strongly encourages employees to use Alternative Work Schedule. With many options available, our goal is for employees to commute to work four (4) or less days a week. Even with our established programs, we have not met our Telework goals and will focus our efforts over the next few years to increase teleworking and alternative work schedules and sites significantly. In our building renovation, we have reduced standard office space and replace it with “hot spots” and “hoteling” options for employees. While everyone in our headquarters building is moved at least once during our renovation, will educate employees and supervisors on teleworking options in hopes of changing the structured physical office culture.

**Business Travel** – Our reductions to domestic business travel is limited. We will conduct business via WebEx and other communication methods to reduce travel. However, a majority of our domestic travel is meet volunteer groups and travel would be required. We already have selected staging sites that reduce air travel.

d. **Planning table** –

	Units <sup>1</sup>	FY 10	FY 11	FY 12	FY 13	FY 14	....	FY 20
Number of people driving personal vehicle to work	115	20%	18%	15%	Hold			Hold
Number of people teleworking	75	10%	15%	18%	20%	25%	....	40%
Number of people on alternate work schedule	35	5%	15%	18%	20%	25%	....	40%
GHG emissions from air travel	1900	1862	1824	1789	1752	1717		1596
Planned Scope 3 Reduction Target	%	2%	4%	6%	8%	10%	....	20%

e. **Agency status** -

- i. **Mass Transit**—Currently 60% of Peace Corps employees utilize transit subsidies.
- ii. **Bicycle Subsidy**—Currently 1% of Peace Corps employees utilize the bike subsidy.
- iii. **TeleWork**—Currently, approximately 10% of Peace Corps employees have telework agreements.
- iv. **Alternate Work Schedule**—Currently 5% of Peace Corps employees operate on an alternate work schedule.
- v. **Business Travel**—Currently Peace Corps flies 625,000 miles per year on business air travel.

**3 . GOAL: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**

A majority of our business air travel is done by volunteers and to overseas locations making it difficult to measure just our domestic staff air miles. We used statistical averages with a few assumption to develop a baseline number. However, we have begun to insert data codes into

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our tickets to distinguish airline miles between staff and volunteers. For the next reporting period, we will have a better tool in place to track air travel miles and put them into the correct category. We also based all our travel miles using long haul flights and are seeking ways to distinguish between short, medium, and long haul flights.

For our employee commuting data, we used existing records for transit, bike, and parking records to determine miles travel. We have the number of teleworkers but do not currently track teleworking days. For the next reporting period, we will establish procedures to accurately track Telework and other alternative work site travel. Additionally, we will conduct an employee commuting survey and compare the statistical sampling results with our current data collection method and determine which method provides more reliable data.

**4 . GOAL: High-Performance Sustainable Design/Green Buildings**

*Does Not Apply to Peace Corps. We are in commercial leased facilities and will work with GSA and the landlord to promote energy savings.*

**5 . GOAL: Regional and Local Planning**

*Does Not Apply to Peace Corps. We do not own land and are not involved in this type of planning.*

**6 . GOAL: Improve Water Use Efficiency and Management**

*Does Not Apply to Peace Corps. We are in commercial leased facilities and will continue to work with GSA and the landlord to promote water conservation.*

**7 . GOAL: Pollution Prevention and Waste Elimination**

*Does Not Apply to Peace Corps. We are in commercial leased facilities and the landlord is responsible for our solid waste. We actively participate in recycle programs.*

**8 . GOAL: Sustainable Acquisition**

- a. **Goal description** – Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, bio-based, environmentally preferable, non-ozone depleting, contain recycled content, or are not toxic or less toxic alternatives. .
- b. **Agency lead for goal** – The Chief Acquisition Officer.
- c. **Implementation methods** – The Chief Acquisition Officer will update affirmative “green” purchasing plans and provide education and training for purchase cardholders and contracting officers in environmentally appropriate purchasing.
- d. **Planning table** –

	Units	FY 10	FY 11	FY 12	FY 13	....	FY 20
Target for New Contract Actions Meeting Sustainable Acquisition Requirements	%	10%	95%	95%	95%	Hold	95%

- e. **Agency status** – The Agency complies with existing “green” purchasing requirements that were established in EO 13123. We will move forward with updating our policies to add the new requirements of EO 13514.

**9 . GOAL: Electronic Stewardship and Data Centers**

- a. **Goal description** – Establish and implement policy and guidance to ensure use of power management, duplex printing, and other energy efficient or environmentally preferred options and features on all eligible agency electronic products.
- b. **Agency lead for goal** – Chief of Administrative Services is responsible for building energy. The Chief Information Officer oversees the purchase, acquisition, and support of all IT equipment for the Agency.
- c. **Implementation methods** – The Agency cyclically replaces electronic equipment and ensures new electronic equipment is energy efficient. We have set all of our copiers and newer printers to duplex print. The Agency disposes of all electronic devices via Inter-Agency agreement with Health and Human Services that practices environmentally friendly disposition. The Agency has one primary data center and one alternate data center. It is not possible to reduce the amount of data centers. However, we are improving the energy usage to support our one data center. This FY we invested in a new energy efficient UPS system and next FY we will be replacing the HVAC system in the data center. In next year’s plan, we expect to add additional items to support this goal.
- d. **Planning table** –

	Units	FY 10	FY 11	FY 12	FY 13	....	FY 20
Percentage of agency, eligible electronic products with power management and other energy-environmentally preferable features actively implemented and in use	%	80%	80%	90%	90%		90%
Number of Copiers and Printers converted to MFD with duplex printing as default	50	65%	90%	100%	hold		100%

- e. **Agency status** – We have set our copiers and printers to duplex printing. We are conducting a print management study that will result in recommendations to reduce the number of MFD/print/copier devices and reduce paper use through automation.

**1 0 . GOAL: Agency Innovation - Reduce GHG emission at overseas locations**

- a. **Goal description** – EO 13514 only applies to domestic facilities and for federal employees. Our Agency conducts 95% of our business overseas and our almost 8,000 volunteers are not federal employees. Although not required as part of EO 13514, we believe we can take the initiative to expand our Agency goals and make efforts to apply the spirit and intent of the EO to our overseas locations. Therefore, we have set a goal to reduce our GHG emissions by 35% at our overseas post.
- b. **Agency lead for goal** – Chief of Administrative Service in coordination with the Office of Global Operations.
- c. **Implementation methods** – The Agency is conducting a pilot project to conduct post energy audits and develop full global energy reduction plan. Initially, we will be conducting audits at three overseas locations that were selected based on their current energy use and climatic zones. Phase I of the project will consist of a comprehensive examination of the consumption, GHG emission, and cost of:

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- i. Electrical systems and components including back up generators
- ii. Space heating/cooling and water heating equipment and fuels
- iii. Water use
- iv. Fleet vehicles
- v. Solid waste production/treatment/disposal

Phase II of the project consist of developing checklist and educational methods that can be shared with other post. Finally, phase III will create a monitoring mechanism to improve data collection and ensure post comply with recommendations.

d. **Planning table** –

	Units	FY 10	FY 11	FY 12	FY 13	....	FY 20
Reduce Overseas GHG by 35%		0%	3%	5%	10%		35%

- e. **Agency status** – We have hired an expert consultant and the first three post energy audits will take place in FY 2010.
-