U.S. DEPARTMENT OF EDUCATION

2016 Strategic Sustainability Performance Plan

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Policy Statement

It is the U.S. Department of Education's (ED) policy to integrate sustainability into our operations, facilities, and overall mission in such a manner to:

- *Comply fully and participate actively with all relevant Federal, state, and local energy and environmental laws and regulations, including Executive Orders.*

- *Consider environmental impacts when making planning, purchasing, and operating decisions.*

- *Work to have sustainability as an integral mode of operation and continuously to improve our environmental performance.*

- *Provide training to educate our employees and others working in ED office space to be environmentally responsible on the job.*

- *Establish environmental objectives and targets for performance, and conduct regular internal evaluations to determine progress.*

- *Adhere to the waste management hierarchy (in order of preference): source reduction and reuse, recycle/composting, energy recovery, treatment, and disposal.*

- *Work cooperatively with all of our stakeholders to further common environmental objectives.*

In announcing the 2016 Green Ribbon School honorees, Secretary King noted that sustainability concepts engage students in hands on, project-based learning, challenging them to improve their schools, communities, and our planet. Equipping new generations to be environmentally literate citizens, responsible energy consumers, and successful leaders in the new green economy will be challenging. On a daily basis, we ask students across the nation to demonstrate excellence, integrity, and leadership in the classroom. The U.S. Department of Education is committed to demonstrating leadership in sustainability.

/s/

Andrew Jackson
Chief Sustainability Officer
U.S. Department of Education

Executive Summary

The overall mission of ED is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. As stated in the Department of Education Organization Act, ED seeks to:

- Strengthen the federal commitment to ensuring access to equal educational opportunity for every individual;
- Supplement and complement the efforts of states, the local school systems and other instrumentalities of the states, the private sector, public and private nonprofit educational research institutions, community-based organizations, parents, and students to improve the quality of education;
- Encourage the increased involvement of the public, parents, and students in federal education programs;
- Promote improvements in the quality and usefulness of education through federally supported research, evaluation, and sharing of information;
- Improve the coordination of federal education programs;
- Improve the management of federal education activities; and
- Increase the accountability of federal education programs to the President, the Congress, and the public.

Beyond the goals highlighted above, ED has a strategic plan with goals and objectives we seek to achieve and supports Cross Agency Priority (CAP) Goals; including the STEM Education CAP goal to: Improve Science, Technology, Engineering and Mathematics (STEM) Education by implementing the Federal STEM Education 5-Year Strategic Plan, announced in May 2013, specifically: improve STEM instruction; increase and sustain youth and public engagement in STEM; enhance STEM experience of undergraduate students; better serve groups historically under-represented in STEM fields; design graduate education for tomorrow's STEM workforce; build new models for leveraging assets and expertise; and build and use evidence-based approaches.

President Obama has identified an overarching goal to improve our STEM education compared to other nations, and identified three overarching priorities to ensure that more students develop the skills needed to succeed in the STEM fields: improving the quality of math and science teachers so more students have opportunities for high-quality STEM learning and are motivated to pursue STEM degrees and careers; improving undergraduate teaching practices so more well-prepared STEM students persist to a degree in these fields; and expanding STEM education and career opportunities for underrepresented groups, including women and minorities.

Supporting programs that promote well-rounded education for students; including efforts to enhance our Nation's ability to develop cleaner and more efficient domestic energy sources and preserve the environment are essential to sustainability. Thus it is essential that the United States enhance U.S. students' engagement in STEM disciplines and inspire and equip many more students to excel in STEM fields.

Beyond ED's support for programs focused on STEM for students and teachers, the U.S. Department of Education Green Ribbon Schools (ED-GRS) awards recognize schools, districts, and postsecondary institutions for developing healthier, environmentally sustainable learning spaces and environmental literacy. More specifically, the ED-GRS recognition award honors schools, districts, and postsecondary institutions that are making progress in the following areas: reducing environmental impacts and costs, including waste, water, energy use, and alternate transportation; improving the health and wellness of students and staff, including environmental health, nutrition, and fitness; and providing effective sustainability education, including robust environmental education that includes STEM, civic skills, and green career pathways. As Secretary King stated at the announcement of the 2016 Green Ribbon School awardees; "The healthiest, most inspiring school facilities can and should be another tool to level the playing field, particularly for underserved students. These honorees are 21st century learning environments that encourage every student and teacher to perform at his or her best."

As this summary highlights, ED continues its commitment to exploring other potential opportunities for integrating sustainability into our mission, including incorporation of provisions for sustainable building

design in grants and loans targeted for infrastructure improvements at academic institutions and giving priority to grants to career and technical schools and community colleges that offer sustainability education programs.

As an agency, ED continues to improve its sustainability efforts by working closely with the General Services Administration (GSA) on ED's Space Modernization Initiative. ED is working with GSA to reduce its footprint, generate rent savings, and continue ED's efforts to reduce Scope 1&2 GHG emissions. In addition, ED has promoted efforts to increase telework; supporting reductions in Scope 3 Greenhouse Gas (GHG) emissions. ED has also met all Electronic Stewardship goals and continues to work with the Council on Environmental Quality and the Office of Management and Budget on challenges related to petroleum usage.

Highlights of Significant Successes and Challenges

ED is a tenant in all of the buildings it occupies, and energy, water, and waste management services are all included in its leases and thus paid by the GSA. Because ED does not own any of the buildings it occupies, it does not report on the following goals within its Strategic Sustainability Performance Plan: Goal 2: Sustainable Buildings; Goal 3: Clean and Renewable Energy; Goal 4: Water Use Efficiency and Management; Goal 7: Pollution Prevention and Waste Reduction; and Goal 8: Energy Performance Contracts. This relationship with GSA represents ED's greatest challenge in reducing energy use and associated GHG emissions, reducing water use, minimizing waste generation, and increasing recycling.

Nevertheless, over the last two years, GSA and ED have collaborated to reduce energy consumption at ED's Headquarters, the Lyndon Baines Johnson (LBJ) building; including: installing water to air heat recovery loops; installing inverter duty motors and VFD's on cooling towers; upgrading the Building Automation System and providing point to point recommissioning; providing air testing and balancing of all primary air handling units; installing motion/sound control lighting sensors on all open common areas throughout the building; and installing Demand Control Ventilation strategy to minimize outside air intake to ASHRAE standards.

In 2016, ED staff continues to actively work with GSA to address this challenge and strengthen their partnership. Specifically, ED and GSA are examining options to provide ED certain delegations that would afford ED the opportunity to more directly influence energy and environmental issues. ED staff continues to work closely with GSA to strengthen recycling efforts and increase transparency related to recycling information for the LBJ building. ED, in conjunction with GSA, has launched a composting program in the LBJ building. Throughout the remainder of 2016 and into 2017, ED staff will build on these efforts and identify opportunities to expand these efforts to additional buildings leased by ED and in the areas of energy and water.

In 2016, ED implemented Phase II of the ED Space Modernization initiative; which allowed close to 200 additional employees on the 2nd floor of the LBJ building which in turn allowed close to 200 additional employees to utilize that vacated space and reduce ED's overall footprint. Specifically, ED was able to vacate three locations in Washington, DC in early 2016.

Over the past several years, ED has focused increased attention on its environmental impacts and has taken steps to address them through initiatives, such as establishment of a green purchasing program, development and implementation of an electronic stewardship plan ensuring procurement of Electronic Product Environmental Assessment Tool (EPEAT)-certified computers and monitors, and installation of energy efficient lighting and water efficient equipment.

ED has a number of projects in progress that further exemplify its commitment to incorporating sustainability in its activities, services, and mission:

- In 2016, ED announced the fifth Green Ribbon Schools honorees. Forty-seven schools and 15 districts were honored for their promising efforts to reduce environmental impact and utility costs, promote better health, and ensure effective environmental education, including STEM, civics, and green career pathways. Honored schools exercise a comprehensive approach to creating sustainable environments through reducing environmental impact, promoting health, and ensuring a high-quality environmental and outdoor education to prepare students with the 21st century skills and sustainability concepts needed in the growing global economy. The honorees are not necessarily the wealthiest institutions and in fact, when it comes to green schools, high-poverty schools often come out on top. The green school practices are used as a tool to improve the existing environments, heath, and engagement of all ages.

- In addition, in 2016, 11 colleges and universities were honored with the Postsecondary Sustainability Award. For this award, State Selection Committees were encouraged to document where possible how the nominees' sustainability work has reduced college costs, increased completion rates, led to higher rates of employment, and ensured robust civic skills among graduates while making appropriate efforts to consider diverse types of institutions.

Size & Scope of Agency Operations

Agency Size and Scope	FY 2014	FY 2015
Total Number of Employees as Reported in the President's Budget	4,027	4,081
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	27	28
Total Building Gross Square Feet (GSF)	1,902,045	1,898,175
Operates in Number of Locations Throughout U.S.	15	17
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	101	92
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	84	84
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	2,933M	2,666M

Agency Progress and Strategies to Meet Federal Sustainability Goals

This section provides an overview of progress through FY 2015 on sustainability goals contained in Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, and agency strategies to meet the new and updated goals established by Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*.
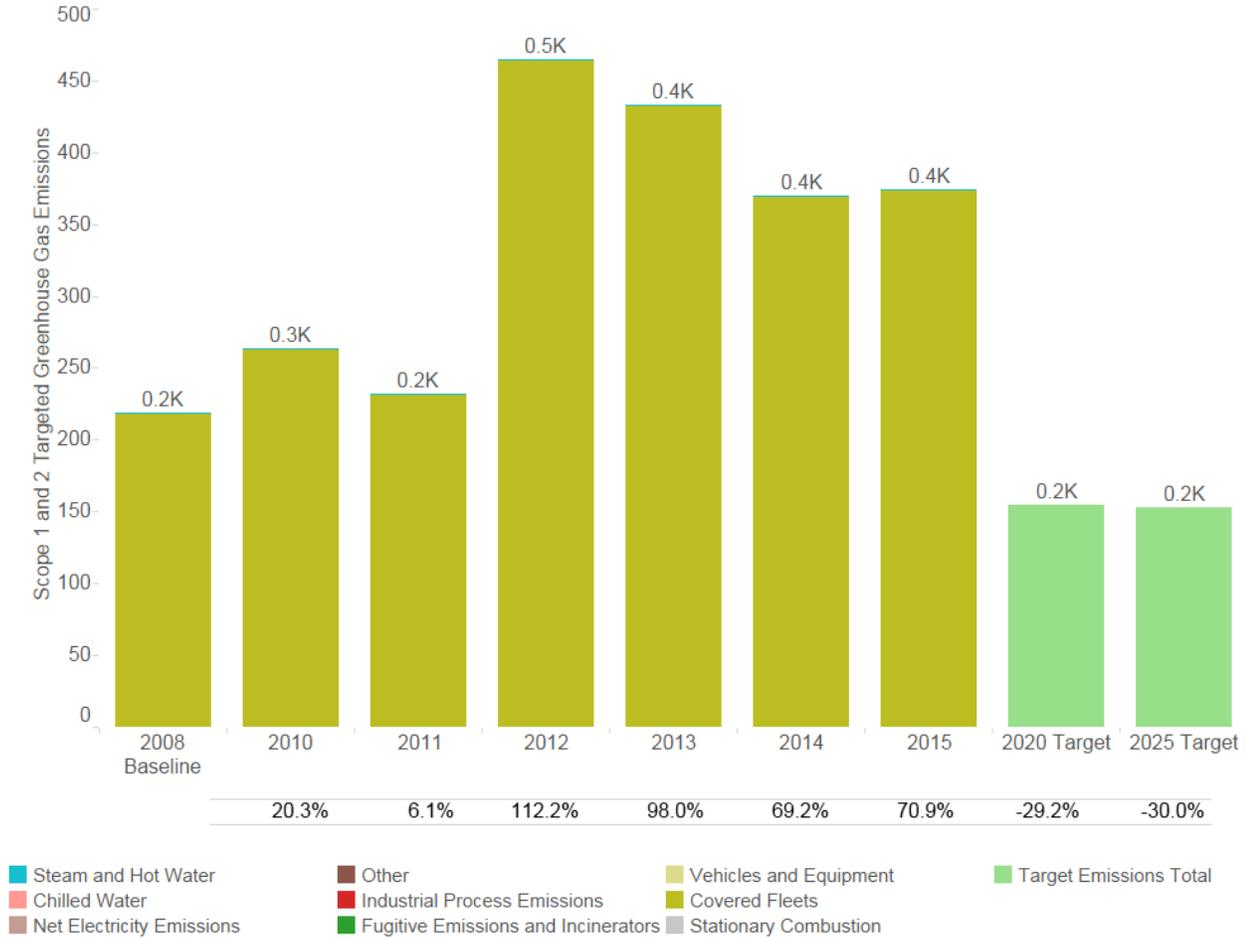
Goal 1: Greenhouse Gas (GHG) Reduction

Scope 1 & 2 GHG Reduction Goal

E.O. 13693 requires each agency to establish a Scope 1 & 2 GHG emissions reduction target to be achieved by FY 2025 compared to a 2008 baseline. The U.S. Department of Education's 2025 Scope 1 & 2 GHG reduction target is 30%.

ED's Scope 1 & 2 emissions spiked in 2012, for covered fleets, upon the acquisition of vehicles for the Office of Inspector General through American Recovery and Reinvestment Act funding.

Chart: Progress Toward Scope 1 & 2 GHG Reduction Goal

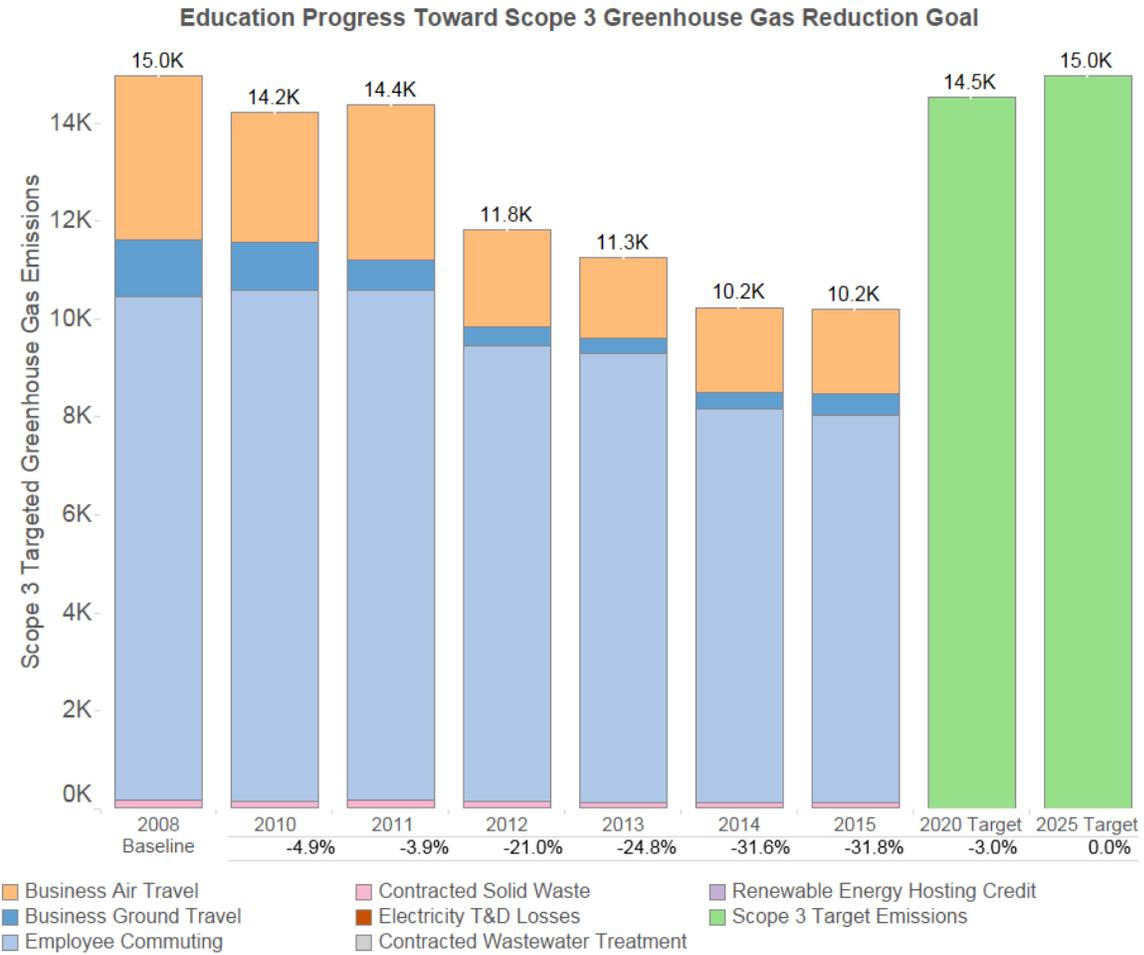## Education Progress Toward Scope 1 and 2 Greenhouse Gas Reduction Goal

	2008 Baseline	2010	2011	2012	2013	2014	2015	2020 Target	2025 Target
Emissions	0.2K	0.3K	0.2K	0.5K	0.4K	0.4K	0.4K	0.2K	0.2K
%		20.3%	6.1%	112.2%	98.0%	69.2%	70.9%	-29.2%	-30.0%

Legend:
- Steam and Hot Water
- Chilled Water
- Net Electricity Emissions
- Other
- Industrial Process Emissions
- Fugitive Emissions and Incinerators
- Vehicles and Equipment
- Covered Fleets
- Stationary Combustion
- Target Emissions Total

Scope 1 & 2 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use the Federal Energy Management Program (FEMP) GHG emission report to identify/target high emission categories and implement specific actions to address high emission areas identified.	Yes	ED will implement the action plan developed to identify high emission areas and continue to analyze FEMP GHG emission report data.	Implement action plan by Q2 of FY 2017 and complete additional analyses of FEMP GHG emission report data by Q3 of FY 2017.

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify and support management practices or training programs that encourage employee engagement in addressing GHG reduction.	Yes	Build on existing partnership with GSA to share information with ED staff as it relates to employee sustainability and greenhouse gas consideration and identify possible training opportunities.	Work with GSA to publicize results of recycling and composting efforts within ED's HQ building by Q2 of FY 2017 and begin to share such information on related sustainability and greenhouse gas measures on a recurring basis with ED staff. Identify relevant training opportunities by Q3 of FY 2017.
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources.	Yes	ED staff will review programs and measures and determine if there are opportunities to reallocate resources.	Complete internal review of programs and measures no later than Q3 of FY 2017.
Given agency performance to date, determine whether current agency GHG target should be revised to a more aggressive/ambitious target.	NA	Based on the current trajectory, ED is not in a position to set a more ambitious target for scopes 1 & 2.	
Employ operations and management (O&M) best practices for emission generating and energy consuming equipment.	Yes	Partner with GSA to implement best management practices identified for energy consuming and emission generating equipment.	Implement identified management practices identified for energy consuming and emission generating equipment, in conjunction with GSA, by Q3 of FY 2017.
Identify additional sources of data or analysis with the potential to support GHG reduction goals.	No	Though not identified as a top priority, ED will examine all sources of data and determine if new methodologies may be appropriate.	

Scope 3 GHG Reduction Goal

E.O. 13693 requires each agency to establish a Scope 3 GHG emission reduction target to be achieved by FY 2025 compared to a 2008 baseline. The U.S. Department of Education's 2025 Scope 3 GHG reduction target will be 33%.

Chart: Progress Toward Scope 3 GHG Reduction Goal

Education Progress Toward Scope 3 Greenhouse Gas Reduction Goal

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

Scope 3 GHG Reduction Strategies

| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Reduce employee business ground travel.	Yes	Attend conferences and meetings with convenient access to public transportation, limiting the need for rental cars or taxis.	Decrease use of business ground travel by 2% during FY 2017.
Reduce employee business air travel.	Yes	Increase use of video conferencing and Web technology.	Establish baseline use of VTC by Q2 of FY 2017.

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Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop and deploy an employee commuter emissions reduction plan.	Yes	Increase webinar usage to reduce local business travel and continue to expand telework opportunities.	Establish webinar baseline usage by Q2 of FY 2017 and continue to expand telework usage throughout ED during each quarter of FY 2017.
Use an employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	Use results of most recently completed commuting survey to identify opportunities and strategies to reduce commuter emissions under Scope 3.	Work with contractor, in Q1 of FY 2017, to analyze results of most recently completed commuter survey. Develop implementation plan, in Q2 of FY 2017, based on analysis of commuting survey.
Increase & track number of employees eligible for telework and/or the total number of days teleworked.	Yes	Encourage additional use of telework and increase hoteling options for employees.	Increase use of telework, beyond current telework pilots, throughout ED during each quarter of FY 2017.
Develop and implement a program to support alternative/zero emissions commuting methods and provide necessary infrastructure.	No	Though not identified as a top priority, the ED will work with staff to develop and implement a program to support alternative/zero emissions commuting methods and provide necessary infrastructure.	
Establish policies and programs to facilitate workplace charging for employee electric vehicles.	No	Though not identified as a top priority, ED will work with staff to establish policies and programs to facilitate workplace charging for employee electric vehicles.	
Include requirements for building lessor disclosure of carbon emission or energy consumption data and report Scope 3 GHG emissions for leases over 10,000 rentable square feet.	NA		

Goal 5: Fleet Management

Fleet Petroleum Use Reduction Goal

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

Chart: Progress Toward the Petroleum Reduction Goal

Education Progress Toward the Petroleum Reduction Goal
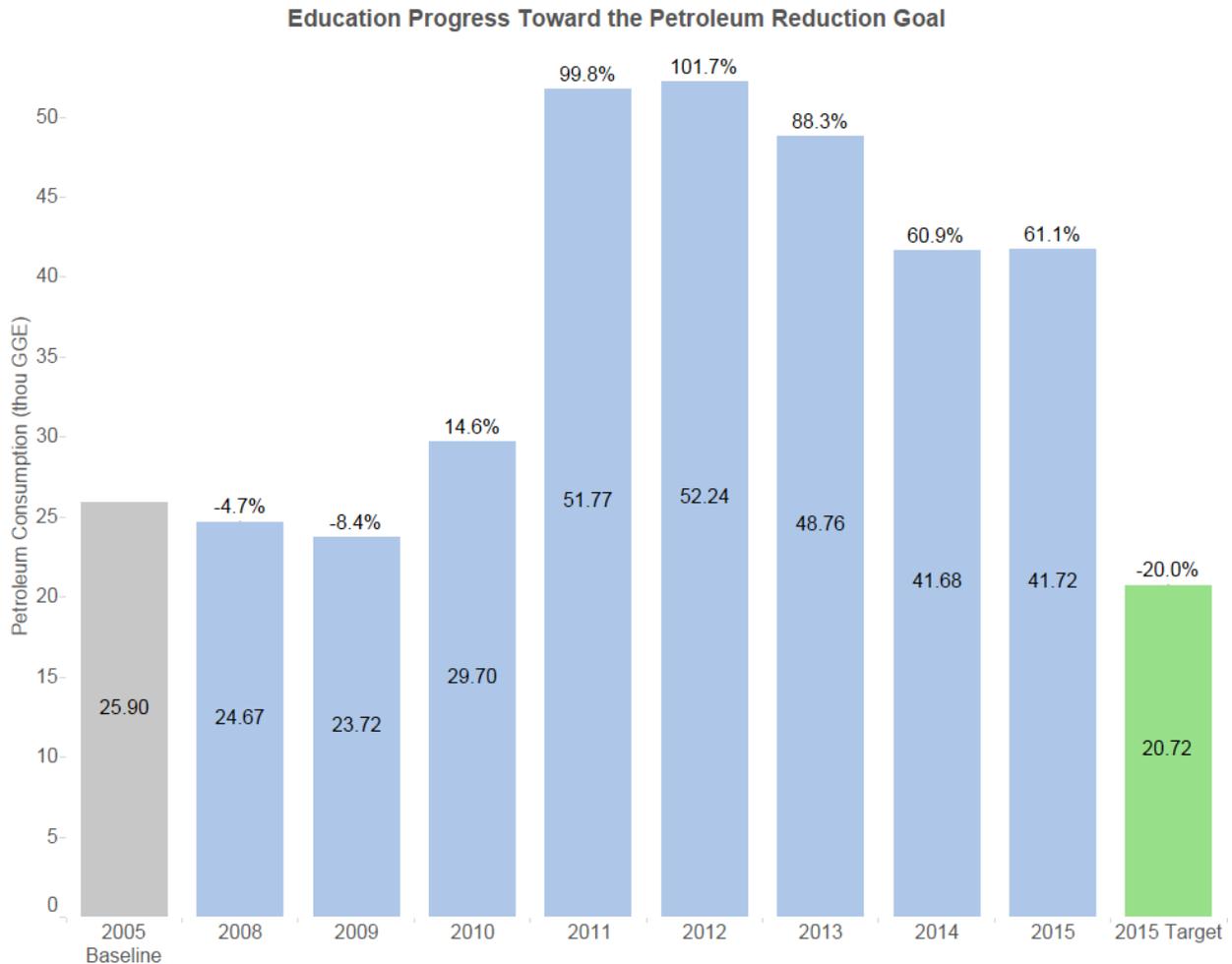
Fleet Alternative Fuel Consumption Goal

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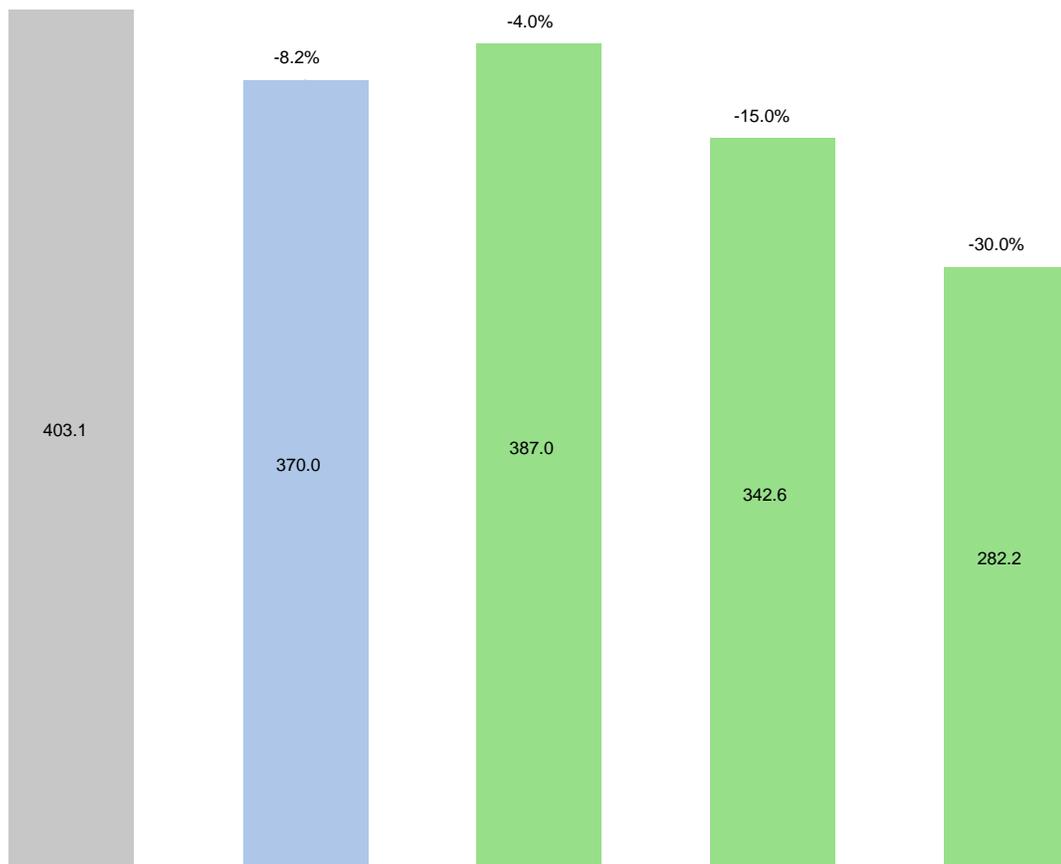
Fleet Per-Mile Greenhouse Gas (GHG) Emissions Goal

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

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

Chart: Fleet-wide Per-mile GHG Emissions

Education Fleet-wide Per-mile Greenhouse Gas Emissions

Fleet Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Collect and utilize agency fleet operational data through deployment of vehicle telematics.	Yes	Work with GSA to acquire telematics and collect and utilize agency fleet operational data.	Acquire telematics by Q4 of FY 2017.
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management Information System as well as submitted to the Federal Automotive Statistical Tool reporting database, the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FLEETDASH) system.	Yes	Quarterly, ED reports all fleet data via the FAST reporting database. However, ED does not have a formal Fleet Management Information System.	In Q2 of FY 2017, work with GSA to establish a formal Fleet Management Information System to ensure accurate reporting.
Increase acquisitions of zero emission and plug-in hybrid vehicles.	No	Though not identified as a top priority, ED will work with GSA to identify opportunities to increase acquisitions of zero emission and plug-in hybrid vehicles as leases expire in FY 2017.	
Issue agency policy and a plan to install appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology.	No	Though not identified as a top priority, ED will work with GSA to identify opportunities to provide appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles.	
Optimize and right-size fleet composition, by reducing vehicle size, eliminating underutilized vehicles, and acquiring and locating vehicles to match local fuel infrastructure.	Yes	Establish baseline and targets and decrease conventional gas vehicles in ED fleet and eliminate underutilized vehicles.	Replace gas conventional vehicles with alternative fuel vehicles as leases expire in FY 2017. Analyze fleet data and determine if there are any underutilized vehicles by Q2 of FY 2017.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	Increase utilization of E85 in dual-fuel vehicles.	Demonstrate a 10% increase in E85 use over FY 2016 by Q4 of FY 2017.
Use a FMIS to track real-time fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	Yes	Upon development of FMIS, in consultation with GSA, track real-time fuel consumption data.	In Q3 and Q4 of FY 2017 begin tracking real-time fuel consumption through FMIS developed in Q2 of 2017.
Implement vehicle idle mitigation technologies.	No	Though not identified as a top priority, ED will work to implement vehicle idle mitigation technologies.	
Minimize use of law enforcement exemptions by implementing GSA Bulletin FMR B-33, *Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets.*	No	Though not identified as a top priority, ED will work with ED's Office of Inspector General to discuss tier-approach of law enforcement vehicles.	
Where State vehicle or fleet technology or fueling infrastructure policies are in place, meet minimum requirements.	No	Though not identified as a top priority, ED will work with staff to ensure that ED's fleet conforms with minimum requirements of state vehicle or fleet technology or fueling infrastructure policies.	
Establish policy/plan to reduce miles traveled, e.g. through vehicle sharing, improving routing with telematics, eliminating trips, improving scheduling, and using shuttles, etc.	No	Though not identified as a top priority, ED will work to eliminate trips, improve scheduling, and reduce miles traveled throughout the next 12 months.	

Goal 6: Sustainable Acquisition
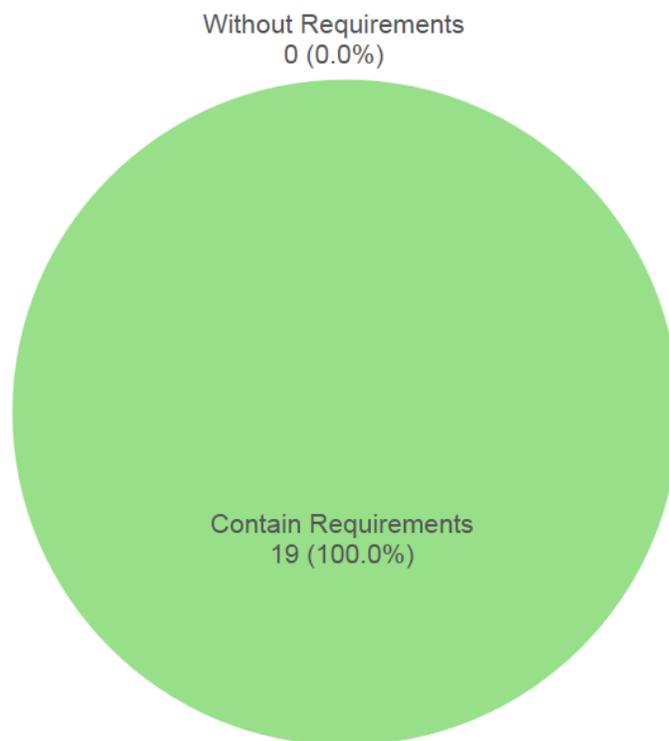
Sustainable Acquisition Goal

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

Biobased Purchasing Targets

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

Chart: Percent of Applicable Contracts Containing Sustainable Acquisition Requirements

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

Without Requirements
0 (0.0%)

Contain Requirements
19 (100.0%)

Total Number of Contracts Reviewed: 19

Based on agency-reported results of quarterly reviews of at least 5% of applicable contract actions

Sustainable Acquisition Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Establish and implement policies to meet statutory mandates requiring purchasing preference for recycled content products, ENERGY STAR qualified and FEMP-designated products, and Biopreferred and biobased products designated by USDA.	No	Though not identified as a top priority, ED will continue to meet statutory mandates related to purchasing preferences related to sustainable acquisition.	
Establish and implement policies to purchase sustainable products and services identified by EPA programs, including SNAP, WaterSense, Safer Choice, and Smart Way.	No	Though not identified as a top priority, ED will continue to meet purchasing requirements related to sustainable products.	
Establish and implement policies to purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA.	No	Though not identified as a top priority, ED will continue to meet statutory mandates related to environmentally preferable products and services.	
Use Category Management Initiatives and government-wide acquisition vehicles that already include sustainable acquisition criteria.	Yes	ED will participate in the Government-wide category management efforts including using acquisition vehicles that already include sustainable acquisition criteria.	Throughout FY 2017, ED will be fully responsive to OMB category management requests and requirements including analyzing ED's spend under management (SUM).
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases.	NA		

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher.	No	Though not identified as a top priority, ED will identify opportunities to reduce copier and printing paper use and acquire uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher.	
Identify and implement corrective actions to address barriers to increasing sustainable acquisitions.	NA		
Improve quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS).	Yes	Improve quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS).	Starting in Q1 of FY 2017, set a FedDataCheck alert on any PSC codes for products that trigger sustainability requirements. Based on this alert, a reminder will be sent to Contracting Officers making awards under these PSCs to include the proper sustainability clauses and to properly report those considerations in FPDS.
Incorporate compliance with contract sustainability requirements into procedures for monitoring contractor past performance and report on contractor compliance in performance reviews.	Yes	Ensure that contractor performance reviews include consideration of sustainability compliance.	Evaluate the Conversations with Contracting Officer Representatives (CORs) training to ensure CORs know when/how to consider sustainability compliance and how to document those considerations in Contractor Performance Assessment Reporting System (CPARS) reports. Following FY17, include in CPARS data quality reviews a metric to determine that sustainability compliance is adequately considered in relevant reviews.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Review and update agency specifications to include and encourage products that meet sustainable acquisition criteria.	Yes	Ensure that agency requirements meet sustainable acquisition criteria.	In Q1 of FY 2017, meet with the operational group within ED's Contracts and Acquisitions Management (CAM) that serves the program offices most affected by sustainable acquisition and reiterate the importance of reviewing statements of work for compliance with sustainable acquisition criteria.
Identify opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	No	Though not identified as a top priority, ED will work to identify opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	

Goal 9: Electronics Stewardship & Data Centers

Electronics Stewardship Goals

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

Agency Progress in Meeting Electronics Stewardship Goals

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

FY 2015 Progress: 99.4%

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

FY 2015 Progress: 99% of equipment has power management enabled.
                                    1% of equipment has been exempted.

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

FY 2015 Progress: 100%

Data Center Efficiency Goal

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

Electronics Stewardship Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use government-wide strategic sourcing vehicles to ensure procurement of equipment that meets sustainable electronics criteria.	Yes	Support the goals for computing services to IT category management	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Enable and maintain power management on all eligible electronics; measure and report compliance.	Yes	Support the goals for computing services to IT category management	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Implement automatic duplexing and other print management features on all eligible agency computers and imaging equipment; measure and report compliance.	Yes	Maintain configurations on all new and existing equipment.	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Ensure environmentally sound disposition of all agency excess and surplus electronics, consistent with Federal policies on disposal of electronic assets, and measure and report compliance.	Yes	Maintain sound disposition on all existing electronic assets.	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Improve tracking and reporting systems for electronics stewardship requirements through the lifecycle: acquisition and procurement, operations and maintenance, and end-of-life management.	Yes	Support the goals for computing services to IT category management	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 F Y2017.

Data Center Efficiency Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop, issue and implement policies, procedures and guidance for data center energy optimization, efficiency, and performance.	No	Support goals of Federal Data Center Optimization Initiative (DCOI).	Close 2nd non-core data center; expected Q1 FY 2017. Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Install and monitor advanced energy meters in all data centers (by fiscal year 2018) and actively manage energy and power usage effectiveness.	NA	N/A – ED does not use data centers on federal or leased facilities.	N/A
Minimize total cost of ownership in data center and cloud computing operations.	Yes	Use a portfolio of cloud-based service models (public, hybrid, community, private) and deployment models (SaaS, PaaS, IaaS)	Incorporate appropriate contract language for agency's enterprise-wide IT services contract vehicle(s); expected award Q3 FY 2017.
Identify, consolidate and migrate obsolete, underutilized and inefficient data centers to more efficient data centers or cloud providers; close unneeded data centers.	No	Support goals of Federal Data Center Optimization Initiative (DCOI).	Close 2nd non-core data center; expected Q1 FY2017.
Improve data center temperature and air-flow management to capture energy savings.	NA	N/A – ED does not use data centers on federal or leased facilities.	N/A
Assign certified Data Center Energy Practitioner(s) to manage core data center(s).	NA	N/A – ED does not use data centers on federal or leased facilities.	N/A

Goal 10: Climate Change Resilience

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

E.O. 13693 Section 3(h)(viii) states that as part of building efficiency, performance, and management, agencies should incorporate climate-resilient design and management elements into the operation,

repair, and renovation of existing agency buildings and the design of new agency buildings. In addition, Section 13(a) requires agencies to identify and address projected impacts of climate change on mission critical water, energy, communication, and transportation demands and consider those climate impacts in operational preparedness planning for major agency facilities and operations. Section 13(b) requires agencies to calculate the potential cost and risk to mission associated with agency operations that do not take into account such information and consider that cost in agency decision-making.

Climate Change Resilience Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Strengthen agency *external* mission, programs, policies and operations (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	Yes	ED will review relevant authorities with construction and facility-related activities, such as the Impact Aid program within the reauthorized ESEA and Titles III and V under the HEA to determine what actions could be taken to improve the nation's resilience to flooding and better prepare the United States for the impacts of climate change.	By Q1 of FY 2017, review 34 CFR 75.600 – 75.617 to determine if there are required changes to existing regulations in response to the Water Resources Council's final Guidelines. By Q2 of FY 2017, as necessary, publish Federal Register notice updating current regulations to ensure consistency with Water Resource Council's final Guidelines.
Update and strengthen agency *internal* mission, programs, policies, and operations to align with the Guiding Principles, including facility acquisition, planning, design, training, and asset management processes, to incentivize planning for and addressing the impacts of climate change.	Yes	ED will continue to review climate change science to determine impacts on policies and programs and update and strengthen agency internal mission, programs, policies, and operations as necessary.	Staff will continue to participate in communities of practice and forums on climate change adaptation throughout FY 2017.
Update emergency response, health, and safety procedures and protocols to account for projected climate change, including extreme weather events.	Yes	ED will continue to review and update emergency procedures and protocols as necessary.	By Q2 of FY 2017, complete annual review of emergency procedures and protocols to ensure protocols and procedures remain up-to-date.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	NA	Though ED does not have specific plans in the next 12 months for agency-wide or regional planning efforts with other Federal agencies or other partners, if plans change, ED will ensure climate change adaptation is integrated into planning efforts.	
Ensure that vulnerable populations potentially impacted by climate change are engaged in agency processes to identify measures addressing relevant climate change impacts.	No	Though not identified as a top priority, as ED moves forward to identify measures addressing relevant climate change impacts, ED will ensure that vulnerable populations potentially impacted by climate change are engaged in relevant agency processes.	
Identify interagency climate tools and platforms used in updating agency programs and policies to encourage or require planning for, and addressing the impacts of, climate change.	Yes	Department will identify interagency climate tools and platforms used in updating agency programs and policies to encourage or require planning for, and addressing the impacts of, climate change.	By Q3 of FY 2017, complete review of interagency climate tools and platforms used in updating agency programs and policies and identify opportunities to encourage or require planning for, and addressing the impacts of, climate change.

Appendix A

Survey on Agency Climate Adaptation Plans

AGENCY: U.S. Department of Education

POINT OF CONTACT: Richard Smith, (202) 260-8987, richard.smith@ed.gov

INSTRUCTIONS: To supplement your agency's 2016 Strategic Sustainability Performance Plan (SSPP) response for Goal 10: Climate Change Resilience, please complete the following survey. Please indicate how your agency has addressed each question in its current Agency Climate Adaptation Plan. If a question is fully addressed, please provide a page reference. If a question is not or is only partially addressed in your plan, please provide a succinct narrative response to the question using the following *Agency Narrative Response Template*.

Element	#	Questions: Has your agency…	Yes/No/ Partial	Plan Page Reference
Risks and Vulnerabilities	Q1	Comprehensively assessed and reexamined, as appropriate, the climate change-related impacts on and risks to the agency's ability to accomplish its missions, operations, and programs?	Partial	
Mission and External Programs	Q1	Identified opportunities to support or encourage smarter, more climate-resilient investment through grants, loans or other financial incentives?	Partial	
	Q2	Identified opportunities to support or encourage smarter, more climate-resilient investment through program planning requirements?	No	
	Q3	Identified barriers, prioritized and established timelines for implementing those opportunities?	Partial	
Agency Internal Policies	Q1	Identified the internal agency policies that require updating to manage climate risks and build resilience in the short and long term?	Partial	
	Q2	Identified the component/office responsible for updating those policies, the level of maturity of the effort (e.g., "initiated" or "ongoing"), and key milestones or timelines for implementation?	Partial	
	Q3	Successfully revised policies?	No	
Agency Facilities and Infrastructure	Q1	Identified which facilities and infrastructure may be impacted by climate change?	Partial	
	Q2	Identified the components/offices responsible for addressing those risks, developed a strategy for addressing facilities and infrastructure that are at-risk, and identified barriers and timelines for implementation?	No	
Data, Information and Tools	Q1	[For Agencies that Develop Climate-Related Data] Established clear goals and timelines to develop and share the latest data, information and tools across Federal agencies at the national, regional, and local levels?	No	
	Q2	Establish clear goals and timelines to integrate the latest data, information and tools into Federal programs, policies, and operations?	Partial	
Climate Literacy, Training and Technical Assistance	Q1	Conducted an assessment of climate literacy, training and technical assistance needs of agency staff and key mission-critical external partners?	Partial	

Element	#	Questions: Has your agency…	Yes/No/ Partial	Plan Page Reference
	Q2	Established clear goals and timelines for implementing climate literacy, training and technical assistance programs for key partners (internal and external)?	No	
Supply Chain	Q1	Identified climate change-related risks to critical supply chains?	Partial	
	Q2	Identified and implemented actions to manage supply chain risks?	No	

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to <u>one page per element</u>.

Element: Risks and Vulnerabilities
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☐ Q2 ☐ Q3
Action or Target Outcome:
In developing ED's FY 2012 Climate Adaptation Plan and subsequent update for 2014, ED staff across the Department worked to comprehensively assess and examine, as appropriate, the climate change-related impacts on and risks to the agency's ability to accomplish its missions, operations, and programs. However, we have not reassessed and reexamined potential climate change-related impacts on risks to the agency's ability to accomplish its missions, operations, and programs since that time. ED is committed to accomplishing this action in FY 2017.
Level of Maturity/Status: Ongoing/In Progress
Major Milestones and Timeline:
During Q1 of FY 2017, reconvene ED-wide team and reassess and reexamine potential climate change-related impacts on risks to the agency's ability to accomplish its missions, operations, and programs. The ED-wide team will meet on a quarterly basis and manage and coordinate sustainability and resilience-related efforts across the agency. The Chief Sustainability Officer for ED will convene the quarterly meetings. The ED-wide team will include representatives from key program offices that administer grants and key operational offices; including the Office of Management, the Office of the General Counsel, Budget Service, and the Office of Communications and Outreach. Team members will act as "champions" sharing information from the meetings with staff from the offices that they represent. In addition, the team will coordinate efforts with the General Services Administration, and other agencies, as appropriate.
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith

Element: Risks and Vulnerabilities
Challenges or Barriers to Implementation:
None identified.

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to one page per element.

Element: Mission and External Programs
Question(s) under this Element that are not or only partially addressed: ☒ Q1   ☒ Q2   ☒ Q3
Action or Target Outcome:
In developing ED's FY 2012 Climate Adaptation Plan and subsequent update for 2014, ED staff across the Department worked to assess opportunities to leverage grant programs to support climate-resilience and within program planning requirements. Recently, staff has examined ways to implement a plan that translates Executive Orders 11988 and 13690 into agency actions that would improve the nation's resilience to flooding and better prepare the United States for the impacts of climate change. ED will review relevant authorities with construction and facility-related activities, such as the Impact Aid program within the reauthorized ESEA and Titles III and V under the Higher Education Act.
Level of Maturity/Status: Ongoing/In Progress
Major Milestones and Timeline:
By Q1 of FY 2017, ED will review 34 CFR 75.600 – 75.617 to determine if there are required changes to existing regulations in response to the Water Resources Council's final Guidelines. By Q2 of FY 2017, as necessary, ED will publish a Federal Register notice updating current regulations to ensure consistency with Water Resource Council's final Guidelines.
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith
Challenges or Barriers to Implementation:
None identified.

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to <u>one page per element</u>.

Element: Agency Internal Policies
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☒ Q2 ☒ Q3
Action or Target Outcome:
In developing ED's FY 2012 Climate Adaptation Plan and subsequent update for 2014, ED staff across the Department worked to identify internal agency policies that could be related to climate risks and building resilience. In addition, ED identified the offices responsible for updating those policies. At the time, key milestones or timelines for implementation were not developed. ED has not reexamined internal agency policies that could be related to climate risks since that time. ED is committed to reexamining internal agency policies and establishing timelines for implementation in FY 2017.
Level of Maturity/Status: Ongoing/In Progress
Major Milestones and Timeline:
During Q1 of FY 2017, reconvene ED-wide team and reexamine internal agency policies that could be related to climate risks and establish timelines for implementation no later than the end of Q2 of FY 2017.
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith
Challenges or Barriers to Implementation:
None identified.

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to <u>one page per element</u>.

Element: Agency Facilities and Infrastructure
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☒ Q2 ☐ Q3
Action or Target Outcome:
ED has considered the impact of climate change on the facilities that it occupies, especially after the impact of Hurricane Sandy on ED's regional office in New York City, directly affecting staff's ability to physically and logically access the building resources. As a 100% tenant agency, ED does not own or operate any of the facilities it occupies and, as a result, ED is limited on how to address risks or develop strategies for addressing facilities and infrastructure that are at-risk.
Level of Maturity/Status: Planning
Major Milestones and Timeline:
Not Applicable.
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith
Challenges or Barriers to Implementation:
As noted above, ED is a 100% tenant agency. As a result, ED does not own or operate any of the facilities it occupies and cannot implement strategies to address facilities and infrastructure that are at-risk or establish timelines for implementation on its own.

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to <u>one page per element</u>.

Element: Data, Information and Tools
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☒ Q2 ☐ Q3
Action or Target Outcome:
ED is not an agency that develops climate-related data. As a result, ED has not established clear goals and timelines to develop and share the latest data, information and tools across Federal agencies at the national, regional, and local levels. ED has integrated current climate-related data in its Climate Adaptation Plans; however, it has not yet integrated the latest climate-related data, information and tools into Federal programs, policies, and operations.
Level of Maturity/Status: Ongoing/In Progress
Major Milestones and Timeline:
During Q3 of FY 2017, ED will determine opportunities to integrate the latest climate-related data, information and tools into Federal programs, policies, and operations. In addition, staff will continue to participate in communities of practice and forums on climate change adaptation throughout FY 2017.
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith
Challenges or Barriers to Implementation:
None identified.

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to one page per element.

Element: Climate Literacy, Training and Technical Assistance
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☒ Q2 ☐ Q3
Action or Target Outcome:
In developing ED's FY 2012 Climate Adaptation Plan and subsequent update for 2014, ED staff across the Department worked to assess climate literacy and training needs of agency staff. However, ED has not reassessed staff training needs related to climate literacy since that time. ED is committed to reassessing climate literacy, training, and technical assistance needs of agency staff and key mission-critical external partners in FY 2017. Upon completing the assessment, ED will work to establish clear goals and timelines for implementing climate literacy, training and technical assistance programs for key partners.
Level of Maturity/Status: Ongoing/In Progress
Major Milestones and Timeline:
During Q1 of FY 2017, reconvene ED-wide team and reassess climate literacy, training, and technical assistance needs of agency staff and key mission-critical external partners. Based on the assessment, as needed, ED will work to establish clear goals and timelines for implementing climate literacy, training and technical assistance programs for key partners (internal and external).
Responsible Component/Office/Individual:
Office of Management/Office of the Assistant Secretary/Richard Smith
Challenges or Barriers to Implementation:
None identified.

Agency Narrative Response Template

INSTRUCTIONS: Please complete one template for each Element that is not or is only partially addressed in your current Agency Climate Adaptation Plan. Agencies may provide one template for multiple questions for each element. This template is intended to facilitate progress review discussions; they are not intended to be a comprehensive response. Please be succinct, and limit responses to <u>one page per element</u>.

Element: Supply Chain	
Question(s) under this Element that are not or only partially addressed: ☒ Q1 ☒ Q2 ☐ Q3	
Action or Target Outcome:	
Though not specifically highlighted in ED's most recent Climate Adaptation Plan, ED has identified climate change-related risks to critical supply chains in a recent Government Accountability Office survey on climate-related risks to Federal supply chains. ED identified information and communications technology infrastructure as critical supply chains. ED has not yet identified and implemented actions to manage supply chain risks.	
Level of Maturity/Status: Recently Initiated	
Major Milestones and Timeline:	
By Q2 of FY 2017, ED will work to identify and implement actions to manage supply chain risks.	
Responsible Component/Office/Individual:	
Office of Management/Office of the Assistant Secretary/Richard Smith	
Challenges or Barriers to Implementation:	
Because ED is a tenant in all of the buildings it occupies, the General Services Administration has the lead with respect to the majority of the agency suppliers, supply chain, real property investments, and capital equipment purchases. Also, ED's information technology is administered through outsourced arrangements, including cloud computing and contractor-owned, contractor-operated systems. As a result, there could be some challenges related to building in efforts, under the current contract, to manage climate-related risks to data centers that ED does not own or operate.	

Appendix B

FY 2015 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE

Developing a Fleet Management Plan is critical to an agency in defining and describing how the motor vehicle fleet serves their mission needs. A Fleet Management Plan maps out over a number of years a systematic approach to vehicle acquisition, use, maintenance, refueling, and replacement. This plan anticipates changes in mission, organization, and resulting vehicle demand. The plan must establish a strategy for achieving 100 percent compliance with mandates to acquire alternative fueled vehicles, utilize alternative fuels including bio-based fuels, acquire low greenhouse gas vehicles, and reduce petroleum. The plan must also define how vehicle selection is determined to advance sustainable acquisition, achieve maximum fuel efficiency, and limit motor vehicle body size, engine size and optional equipment to what is essential to meet the agency's mission. The plan should guide the programming of funds necessary to continue fleet operations.

This document provides the template for Executive Branch agencies to prepare and update Fleet Management Plans to obtain an optimal fleet inventory and document the steps being taken to operate those fleets most effectively and efficiently. Agency adherence to this guidance will ensure compliance with the May 24, 2011, Presidential Memorandum's requirement to develop a Fleet Management Plan to achieve optimal inventory targets, and incorporate it into the agency Annual Strategic Sustainability Performance Plan prepared in compliance with Executive Order 13514. It will also satisfy the instructions in OMB Circular A-11 entitled "Fleet Data Reporting in FAST" for a narrative section to explain and support inventory and cost data.

FY 2015 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE
FOR
U.S. Department of Education

(A) Introduction that describes the agency mission, organization, and overview of the role of the fleet in serving agency missions.

The Office of Management, Management Services (OM/Security, Facilities and Logistics Services/Logistics Division/Transportation Services Branch – (OM/SFLS/LSD/TSB) serves as the Fleet Manager for the Department's Nationwide Fleet Management Program. The Department's Fleet Management program includes the following Principal Offices: the Office of Management (OM), the Office of Inspector General (OIG) and the Office for Civil Rights (OCR).

The Office of Management provides policy guidance for use of vehicles through the Department's Administrative Communications Directive in accordance with the Federal Property Management Regulations (FPMR), 41 CFR Subpart 102-34, Executive Order 13513, and the DC Distracted Driving Safety Act of 2004.

The Fleet Management program is intended to transport Senior Executives to business meetings throughout the Washington Metropolitan Area and supports the operations requirements of the Office of Inspector General and the Office for Civil Rights.

The OM/SFLS/LSD /TSB is responsible for implementing the regulations pertaining to the use of official motor vehicles leased by the General Services Administration (GSA) and commercial vendors via the Department's Motor Pool Operations. The Motor Pool Operation's dispatcher is responsible for scheduling passenger service and establishing priorities for the use of vehicles assigned to the motor pool. Administration officials (Department dignitaries or their designees) and employees are responsible for ensuring that official motor vehicles are used for official government business only and not for personal or pleasure trips.

The Office of Management's fleet is also used as response vehicles by the Department's Security Services Division to ensure coordination with other Federal agencies, including Federal Protective Service and other law enforcement agencies.

The Office of Inspector General utilizes the Department's fleet for investigation and apprehension of criminals, undercover investigations, and surveillance.

The Office for Civil Rights utilizes the Department's fleet for the purpose of conducting site visits and performing duties in response to Education civil right complaints.

(B) Criteria for justifying and assigning vehicles (including home-to-work vehicle assignments).

The Secretary of Education determines any home-to-work assignments. Within Education, the Secretary of Education is the only party who receives portal to portal service and the HQ and Regional Law Enforcement agents of the Office of Inspector General are assigned home-to-work service and have individually assigned vehicles.

(C) Vehicle Allocation Methodology (VAM) target development and explanation for reported fleet size and cost changes or not meeting agency VAM targets.

Education is on target to meet the reported fleet size by processing reductions/disposals during FY2015/16. ED follows all mandated acquisitions received from GSA.

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

The Department will use the following strategies to control fleet size and costs:

- Reduction of vehicles are required or necessary to reduce costs;
- Complete objectives as scheduled to not incur additional costs;
- Establish quarterly internal reporting in preparation for the implementation of ED's FAST hierarchy reporting;
- Collaborate with all stakeholders to review, approve, and execute annual FAST reporting;
- Develop and evaluate performance metrics to measure the Department's success; and
- Revise the Fleet Management Implementation Plan to further optimize the Department's Fleet.

(E) Explanation of how law enforcement vehicles are categorized within the agency (See FMR Bulletin B-33).

Education uses the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33 and only exempt Level 1 LE vehicles from Energy Policy Act and VAM reporting. The Department has eighty-four (84 vehicles categorized as law enforcement). These vehicles are operated by sworn law enforcement personnel for the express purpose of the investigation and apprehension of suspected criminals. All vehicles are fully equipped with emergency law enforcement equipment (i.e. lights and sirens) and are registered with either confidential or undercover state plates. The GSA Drive-thru System does not show these vehicles as law enforcement because the Department does not order law enforcement vehicles from GSA due to the expensive costs and limited vehicle options. The Department purchases security packages for these vehicles through a different vendor. For some of our vehicles, the Department does work with GSA to coordinate the registration of LE state plates.

(F) Justification for restricted vehicles.

Education does not have any vehicles in its current fleet larger than class III. Education's executive fleet vehicles are posted on our agency's website as required by the Presidential Memorandum of May 2011.

(G) Description of vehicle replacement strategy and results.

(1) The schedule the agency will follow to achieve its optimal fleet inventory, including plans for acquiring all Alternative Fuel Vehicles (AFVs) by December 31, 2016.

The Department will work with GSA to replace all vehicles with AFVs during FY 2016. GSA's replacement policy accepts replacements that meet the following retention cycle:

- Minimum lease of 7 years or 60,000 mileage or
- 8 years with any mileage

(2) Agency plans and schedules for locating AFVs in proximity to AFV fueling stations. What is the agency's approach in areas where alternative fuels are not available? Are AFVs that are not dependent on infrastructure, such as electric vehicles and qualifying low greenhouse gas (LGHG) vehicles, being placed in such areas?

The Department will continue to review the GSA Drive-thru system at http://www.afdc.energy.gov/afdc/locator/stations/ to obtain alternate fuel locations within a ten (10) mile radius on a monthly basis since new locations are added periodically. In addition, the Department will continue to schedule regular alternate fuel days as time permits to increase the Department's use of alternate fuel nationwide.

3) Vehicle sourcing decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing cost of owned vehicles to leased vehicles, compare all direct and indirect costs projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source.

For Education, it's beneficial to lease vehicles through GSA, although we have a few exceptions for senior management to lease commercially as those vehicles were easier and faster to acquire. These vehicles were delivered with specific interior structural requirements within the time frame required by the Department that GSA could not meet without increased costs.

(H) Description of the agency-wide Vehicle Management Information System (See FMR 102-34.340)

(1) Is there a vehicle management information system (MIS) at the Department or Agency level that:
    (a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and
    (b) Provides the information necessary to satisfy both internal and external reporting requirements, including:
- Cost per mile;
- Fuel costs for each motor vehicle; and
- Data required for FAST reporting (see FMR 102-34.355.)

(2) If the agency does not have such a system, what is being used to capture vehicle information, or is there no MIS at all?

(3) If there is no MIS, what obstacles are preventing implementation and compliance with §102-34.340, "Do we need a fleet management information system?"

The Department does not have a system in place it uses data compiled via the GSA drive-thru system which can provide the required information used for the FAST data calls.

(I) Plans to increase the use of vehicle sharing.

Education does not share vehicles with other agencies and its small Executive fleet is primarily used by the senior management. The Secretary of Education is the only entity who is assigned a vehicle. Education and the Department of Housing and Urban Development currently allow employees to utilize its shuttle buses when traveling between neighboring areas in Southwest DC since both agencies are housed in the same facility.

(J) Impediments to optimal fleet management.

Education does not have any impediments in managing the fleet.

(K) Anomalies and possible errors.

Education does not have any overall anomalies that would cause problems with agency data reported through FAST; however, ED does have one commercial vehicle reported in FY2015 that had high monthly costs due to extensive fuel usage and repairs as it's assigned to the Secretary of Education. During the out years the contract was renegotiated at a lower rate thereby reducing its monthly costs.

(L) Summary and contact information.

Who should be contacted with questions about the agency fleet? Provide the name and contact information for the agency headquarters fleet manager and the budget office reviewing official. Indicate whether the budget officer participated in the VAM and A-11 processes.

DeNeen Rapley - Fleet Manager - Preparer
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Deborah Scites – Budget Office
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Appendix C

U.S. Department of Education

Multimodal Access Plan Strategy

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

The Multimodal Access Plan (MAP) implementing instructions for E.O. 13693 call for agencies to consider planning for appropriate workplace charging. .

A. Summary of Strategy:

- Gauge employee interest in Electric Vehicles (EVs) and identify existing employees with EVs;
- Deploy existing unmetered, level-one (UML1) EV charging or, as appropriate, level-two (UML2) charging at the Department's parking locations;
- Conduct outreach to Department employees on the benefits of commuting in an EV; and
- Provide training on safety and other operational considerations of EVs to the Department's fleet drivers

B. Details of Strategy:

1. Actions and Projected Timeframes

- Draft Workplace Charging (WPC) policy – during Q3 of FY 2017
- Conduct employee survey on travel behavior and interest in agency provision of Electric Vehicle Service Equipment (EVSE) – during Q2 of FY 2017
- Work with General Services Administration (GSA) and staff from Department's Facilities Services to determine quantity of parking spaces that can be serviced by UML1 or UML2 and determine location(s) to install metered and higher-speed EVSE – during Q4 of FY 2017

2. Roles and Responsibilities of Key Agency Personnel

- Facilities staff work with staff from the Office of the General Counsel to draft WPC
- Facilities staff draft employee survey and in conjunction with other relevant Department staff deploy the survey
- Parking Facility Manager work with Learning and Development Division staff on training related to safety and operation of EVs and develop outreach plan

4. Incentivize EV Usage

- Provide employees with information and explanation of Federal, State, and local EV tax credits and rebates
- Make employees and authorized users aware of the flat rates they can pay to use charging infrastructure at Federal parking facilities

5. Assess Demand for EVs

- Conduct employee survey on travel behavior and interest in agency provision of EVSE

6. Ensure Continued Success

- Conduct agency self-assessments periodically to gauge success of a WPC and changing employee interest in EVs

II. Agency Bicycling and Active Commuter Program

The Multimodal Access plan implementing instructions for E.O. 13693 call for agencies to consider recommendations from the revised Interagency Task Force on Bicycling and Active Transportation report (forthcoming in April of 2016), and to offer employees reimbursement for bicycling under the Qualified Transportation Fringe Benefits tax provision. Establishing an agency Bicycling and Active Commuter Program (BACP) is a good way for agencies to address task force recommendations and implement tax and other incentives for Federal employees and agency visitors.

A. Summary of Strategy:

- Gauge employee interest in bicycle and other forms of active commuting
- Develop bicycle infrastructure (e.g., bike racks, showers)
- Encourage bicycle and active commuting through outreach
- Conduct periodic evaluation of overall BACP efforts

B. Details of Strategy:

1. Actions and Projected Timeframes
- Draft BACP – during Q4 of FY 2017
- Work with GSA to determine if options exist to provide additional bicycle racks within parking facilities – during Q4 of FY 2017
- Work with Department's Fitness Board to see if opportunities exist to allow non-gym members the option of using existing shower facilities – during Q3 of FY 2017
- Conduct employee survey to gauge employee interest in bicycle and other forms of active commuting

2. Roles and Responsibilities of Key Agency Personnel

- Logistics staff work with staff from the Office of the General Counsel to draft BACP
- Logistics staff draft employee survey and in conjunction with other relevant Department staff deploy the survey
- Logistics staff work with GSA and Department's Fitness Board on efforts to support BAC strategy

3. Outreach to Agency Employees

- Offer classes on bicycle safety and security tips
- Challenge Principal Offices across the Department to have friendly competitions on bicycle commuting

4. Incentivize Bicycle Usage and other Forms of Active Commuting

- Determine availability of the Qualified Transportation Fringe Benefit available to Federal employees who bike to work
- Determine if Department can establish incentives (e.g., US DOT's Active Bicycle Commuting Subsidy)

5. Assess Demand for Bicycle and other Active Commuter Needs

- Review previous data from Scope 3 commuting survey
- Deploy employee survey on commuting and local work travel

6. Ensure Continued Success

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

III. Agency Telecommuting and Teleconferencing Expansion Plan

The Multimodal Access Plan implementing instructions for E.O. 13693 call for agencies to consider planning for the facilitation of activities to increase telecommuting and teleconferencing.

A. Summary of Strategy:

- Continue expansion of Department's existing telework program
- Gauge employees interest in increased availability of teleconferencing
- Expand teleconferencing capacity at Department
- Analyze potential travel savings from improved teleconferencing capabilities

B. Details of Strategy:

1. Actions and Projected Timeframes

- Work with supervisors and employees to expand existing telework program during FY 2017
- Gauge employee interest in expanding teleconferencing availability – during Q3 of FY 2017 and expand capacity as necessary
- Analyze potential travel savings from improved teleconferencing capabilities during Q4 of FY 2017

2. Roles and Responsibilities of Key Agency Personnel

- Office of Human Resources staff work with supervisors and employees on options to expand telework program

- Office of Human Resources staff work with appropriate Department offices to gauge employee interest in expanding teleconferencing and staff from the Office of the Chief Information Officer on expanding capacity as identified
- Office of the Chief Information Officer staff analyze potential travel savings from improved teleconferencing capabilities

3. Outreach to Agency Employees

- Provide listing of where teleconference equipment is located to all Department employees and post on intranet site - ConnectED
- Provide classes and online training on using webinar and video-conference equipment
- Continue to provide telework best management practices for employees and supervisors

4. Incentive Increased Telecommuting and Teleconferencing

- Provide employees with information on potential cost savings from avoided commutes

5. Assess Demand for Telecommuting and Teleconferencing

- Employee survey on interest in reduced travel based on enhanced webinar and video-conferencing capacity

6. Ensure Continued Success

- Conduct agency self-assessments periodically to gauge success of expanded Telework and Teleconferencing efforts

IV. Agency Carpooling and Transit Plan

The Multimodal Access Plan implementing instructions for E.O. 13693 call for agencies to consider new strategies to incentivize carpooling and the use of public transportation to and from Federal facilities including for vehicle and bicycle sharing programs. A Carpooling and Transit Expansion Plan (CTEP) can help an agencies succeed in doing this.

A. Summary of Strategy:

- Gauge employees interest in more frequent use of transit and carpools
- Determine baseline of transit and carpool use by Department employees and set targets above that baseline
- Encourage agency-wide transit and carpool days
- Periodic evaluation of overall CTEP efforts

B. Details of Strategy:
1. Actions and Projected Timeframes

- Draft agency CTEP – during Q3 of FY 2017

- Establish Department-wide transit and carpool days for commuters and for local travel between meetings – during Q3 of FY 2017
- Establish online dashboard of available agency-employee based carpools and app-based carpools – during Q4 of FY 2017

2. Roles and Responsibilities of Key Agency Personnel

- Office of Human Resources staff work with appropriate staff to draft CTEP
- Office of Human Resource staff work with Department senior leaders on establishing transit and carpool days for commuters and for local travel between meetings Department-wide
- Office of the Chief Information Officer staff develop online dashboard of available agency-employee based carpools and app-based carpools

3. Outreach to Agency Employees

- Conduct briefing for all employees on available transit and carpool options for agency-related commuting and local travel and post final presentation on intranet site - ConnectED
- Provide employees with information on carpooling through agency employees and through app services
- Post information on the health benefits of transit for employees on intranet site - ConnectED

4. Incentive Carpooling and Transit usage

- Provide employees with information on potential cost savings from reduced costs associated with carpooling and transit usage

5. Assess Demand for Transit Services

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

6. Ensure Continued Success

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