

EDO Principal Correspondence Control

FROM: DUE: / / EDO CONTROL: G20000362  
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FINAL REPLY:

Cynthia Vallina  
OMB

TO:

Norry, DEDM

FOR SIGNATURE OF : \*\* GRN \*\* CRC NO:

DESC: ROUTING:

Guidance for Preparing the E.O. 13123  
Implementation Plan for FY 2001 (Greening the  
Government Through Efficient Energy Management)

Travers  
Paperiello  
Miraglia  
Norry  
Craig  
Burns/Cyr  
Funches, CFO

DATE: 07/26/00

ASSIGNED TO: CONTACT:  
ADM Springer

SPECIAL INSTRUCTIONS OR REMARKS:

Ref. G20000348.



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

July 21, 2000

Ms. Patricia Norry  
Deputy Executive Director for Management Services  
Nuclear Regulatory Commission  
One White Flint North Building  
11555 Rockville Pike  
Rockville, MD 20852

Dear Ms. Norry:

OMB has reviewed the FY 2000 Implementation Plan that NRC prepared as required by Executive Order 13123, *Greening the Government Through Efficient Energy Management*. OMB appreciates the time and effort that you and your staff invested in developing the plan.

Your agency's Plan is good in that identifies specific actions that NRC *will* take to implement parts of the E.O., although an expanded discussion or identification of more actions would enhance the plan. OMB has emphasized to other agencies that Implementation Plans should describe specifically how agencies plan to apply management strategies and implementation tools identified in the E.O. to projects and activities *in the next fiscal year*.

For FY 2001, OMB and DOE have developed guidance (see enclosure) for you to follow when preparing your FY 2001 Implementation Plan. (This guidance was also included in the guidance and reporting package issued electronically by DOE on July 17, 2000). Your FY 2001 Implementation Plan should be submitted as a stand-alone plan with your FY 2000 Annual Energy Report by January 1, 2001. OMB will review and approve each agency's FY 2001 Implementation Plan when it is submitted. The following year, your FY 2001 Implementation Plan will be compared to your FY 2001 Annual Energy Report to ensure that your agency has taken the actions that it identified in its Plan.

OMB has made "Greening the Government" initiatives, including Executive Order 13123, one of its government-wide Priority Management Objectives. We look forward to working with you to achieve the goals of the Order. Please feel free to contact me at (202) 395-4544 if you have any questions or concerns.

Sincerely

Cynthia Vallina  
Program Examiner

Enclosure

## **Guidance for Preparing the Executive Order 13123 Implementation Plan for FY 2001**

The Implementation Plan should be formatted as described below. The format generally follows the outline for the Annual Report. Although the Implementation Plan will be submitted as an attachment to the Annual Report, the Plan should be considered a stand-alone document. Therefore, please do not refer to the Annual Report for Section I, Part A, or for any other part of the Plan that you feel may be redundant with the Annual Report. This Plan should be brief and should describe only activities planned for the next fiscal year.

**I. Management and Administration.** This section will describe (1) the agency's establishment of an energy management infrastructure and (2) the agency's plans to use management tools in implementing Executive Order 13123.

### **A. Energy Management Infrastructure**

1. **Senior Agency Official.** Identify the agency's senior energy official and describe the official's role and responsibilities.
2. **Agency Energy Team.** Identify the members of the team and describe the team's responsibilities.

### **B. Management Tools**

1. **Awards (Employee Incentive Programs).** Describe the agency's plans to use employee incentive programs to reward exceptional performance in implementing Executive Order 13123.
2. **Performance Evaluations.** Describe agency plans to include successful implementation of provisions of Executive Order 13123 in the position descriptions and performance evaluations of members of the agency energy team and facility/energy managers.
3. **Training and Education.** Describe plans to ensure that all appropriate personnel receive training for energy management requirements. Describe plans to develop and implement agency outreach programs that include education, training, and promotion of ENERGY STAR® and other energy efficient products for Federal purchase card users.
4. **Showcase Facilities.** Describe plans to construct or renovate exemplary facilities that the agency plans to designate as Showcase Facilities. Discuss why the facilities will be considered Showcase Facilities (i.e., discuss the facility design, the improvements made in energy or water efficiency, the use of renewable energy, etc.).

**II. Implementation Strategies.** The purpose of this section is to describe plans to use strategies to reduce energy consumption and improve energy efficiency. It is not expected that each agency will employ every strategy; rather, each strategy identified in Executive Order 13123 is listed as a subsection to remind agency officials of the existence of these strategies and to encourage their use where practical and life-cycle cost effective. If certain strategies will not be used, please explain why not.

- A. Life-Cycle Cost Analysis.** Outline plans to institute procedures to ensure the use of life-cycle cost analysis in making investment decisions about in products, services, construction, and other projects to lower the Federal Government's costs and to reduce energy and water consumption. Report on plans to implement the 10-Year Simple Payback Rule. (Under EPACT, energy conservation projects that will pay back investment costs within 10 years must be undertaken).
- B. Facility Energy Audits.** Describe the number/percentage of agency facilities that will be audited for energy and water efficiency during the next fiscal year. (Approximately 10% of facilities should be audited each year). Describe the prioritization criteria for audits (e.g., oldest facilities, most energy intensive facilities, etc.)
- C. Financing Mechanisms.** Provide narrative information related to the planned use of Energy-Savings Performance Contracts (ESPCs) and Utility Energy Services Contracts (UESCs).
- D. ENERGY STAR® and Other Energy-Efficient Products.** Describe steps to be taken to promote the purchase of ENERGY STAR® products and/or products that are in the upper 25 percent of energy efficiency as designated by FEMP. Note whether energy efficient criteria will be incorporated into all guide specifications and product specifications developed for new construction and renovation. Also note whether such criteria will be incorporated into product specification language. (See the ENERGY STAR® products and "green" products web sites by GSA [[www.fss.gsa.gov/enviro](http://www.fss.gsa.gov/enviro)], DOE [[www.eren.doe.gov/femp/procurement/begin.html](http://www.eren.doe.gov/femp/procurement/begin.html)], and EPA [[www.epa.gov/uiseerko/index.html](http://www.epa.gov/uiseerko/index.html)])
- E. ENERGY STAR® Buildings.** Report the number and percentage of buildings that, in the next fiscal year, are expected to meet the ENERGY STAR® Building criteria and to be officially designated ENERGY STAR® Buildings. (Buildings must rank in the top 25 percent in energy efficiency relative to comparable commercial and Federal buildings to be eligible for the ENERGY STAR® Buildings designation. See [www.epa.gov/buildings/label](http://www.epa.gov/buildings/label)).
- F. Sustainable Building Design.** Report whether sustainable building design principles will be incorporated into the siting, design, and construction of new facilities. (See [www.wbdg.org](http://www.wbdg.org) for a description of sustainable building design principles).
- G. Energy Efficiency in Lease Provisions.** Describe how energy and water efficiency will be considered when agencies enter into new leases or

renegotiate/extend existing leases (e.g., preference for buildings with sustainable design and development, preference for certified ENERGY STAR® Buildings, etc.)

- H. Industrial Facility Efficiency Improvements.** Highlight planned activities to explore efficiency opportunities in energy-intensive facilities. This may include activity in the following areas: steam systems, boiler operation, air compressor systems, industrial processes, fuel switching, cogeneration, and other efficiency and renewable energy technologies.
- I. Highly Efficient Systems.** Describe plans for new construction and/or retrofit projects for which combined cooling, heating, and power systems will be installed. Report whether local natural resources will be surveyed to optimize use of available biomass, geothermal, or other naturally occurring energy sources.
- J. Off-Grid Generation.** Describe plans for installing new solar hot water, solar electric, solar outdoor lighting, small wind turbines, fuel cells, and other off-grid alternatives.
- K. Water Conservation.** Highlight activities to be undertaken to improve water efficiency. Discuss plans to develop and implement Water Management Plans and Best Management Practices for efficient use of water (Note: FEMP will issue in July 2000 new guidance entitled *Water Efficiency Improvement Goal for Federal Agencies*. Water Management Plans and Best Management Practices are described in this guidance. The guidance will be available on FEMP's web site [[www.eren.doe.gov/femp/aboutfemp/water.html](http://www.eren.doe.gov/femp/aboutfemp/water.html)]).