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September 11, 2013

This is in response to your Freedom of Information Act (FOIA) appeal (GSA Number 251648), dated May 10, 2013, in which you appealed the U.S. General Services Administration's (GSA) determination to withhold 72 pages of meeting minutes from nine of the Federal Real Property Advisory Group (FRPAG) meetings that took place over the last six years. Your original request (GSA No. 239709, dated March 30, 2013) was for the meeting minutes of the FRPAG meetings from January 1, 2007, to the present.

GSA has reviewed the FRPAG meeting notes based upon your appeal and is providing the notes with a refined number of redactions pursuant to the sixth statutory exemption of FOIA, 5 U.S.C. § 552(b)(6). The redactions are names of individuals and other personally identifying information. This information is being withheld as its release would constitute a clearly unwarranted invasion of personal privacy.

This letter constitutes GSA's final determination of your appeal. You have the right to seek judicial review of this determination in the U.S. District Court where you reside, where your principal place of business is located, where you believe the records are located, or in the District of Columbia. This letter also is being e-mailed at your request to the e-mail address you provided.

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Sincerely,

A handwritten signature in black ink, appearing to read 'C Metzler', written over the typed name.

Cynthia Metzler
Chief FOIA Officer

Enclosures

FEDERAL REAL PROPERTY ADVISORY GROUP (FRPAG)

MEETING NOTES

MAY 18, 2011 FRPAG MEETING

WELCOME AND INTRODUCTIONS

_____, _____ for the _____ with the General Services Administration's (GSA) _____, welcomed everyone to the May 18th Federal Real Property Advisory Group (FRPAG) meeting. Attendees introduced themselves around the conference room in the new GSA headquarter's building located at One Constitution Square, in Washington, DC.

There were 36 attendees from 17 Federal agencies and departments. A list of attendees and agencies is included at the end of these notes. ____ addressed the major theme of the FRPAG meeting and the actions taken leading up to this meeting. _____ indicated that since then ____ had been working with _____, _____, from the Department of the Interior, and several other FRPAG members, to review how the FRPAG is doing, whether it has been meeting the needs of our members, and what its role should be and what direction it should be taking.

It was emphasized that ____ did this to ensure that the Group continues to meet members' needs as Federal asset managers and the needs of their respective agencies.

____ also mentioned the building tour for interested members after the FRPAG meeting of the new GSA facility where the meeting was being held. The building featured innovative workplace and building design features similar to what they would be addressing.

_____ next covered the formation of the new Executive Committee to help lead the FRPAG and assist in developing and implementing a strategy to better accomplish the objectives of the FRPAG mission.

Membership in the FRPAG Executive Committee is comprised of FRPAG members from the Departments of Agriculture, Commerce (NOAA), Defense, Homeland Security, Interior, and State, and GSA's Public Buildings Service.

The Executive Committee initially met on October 18, 2010, and addressed what the Committee format and process should be. They met again two more times. On Feb 11, they developed issues of importance to the Executive Committee members and then how they would approach this with the entire FRPAG body. They identified 3 issues for FRPAG to address.

1. Space Efficiency and the Mobile Workforce – which is multi-faceted to include telework, deploy other workplace arrangements, with the intent to utilize space better, and reduce our carbon footprint
2. Disposal of properties – to address the tools that are lacking, the need for legislation to provide for funding and other authorities, e.g., retention of proceeds (for example, the Department of Energy and NASA may have received upfront funding to dispose of assets)

3. Performance measures – e.g., the replacement value provided into the Federal Real Property Profile; the definition, which allows agencies latitude in deriving the measure

The Executive Committee narrowed this down to 2 issues. At the April 27 meeting, they went over the straw man proposal format developed for the Mobile Workforce for use in the full body meeting.

_____ also indicated to the members that they will start to cover the other issue of Disposal of Unneeded Federal Assets at a later FRPAG meeting.

The purpose of the “straw man proposal format” is to stimulate and define discussion for the entire Group. It includes defining the issue/purpose, issue background information, governmentwide impacts, alternative solutions, expected outcomes, and recommended alternative.

_____ went on to further address the major theme of today’s meeting of “Space Efficiency and the Mobile Workforce,” a top Administration issue challenging today’s Federal asset manager. ____ described how space efficiency and savings, and alternative workplace arrangements (such as telework), and subsequent related issues such as disposal of unneeded assets are high priorities for the Office of Management and Budget (OMB) and Congress and are supported by recent budget and legislative proposals.

The main element of today’s meeting is a roundtable discussion involving representatives from several FRPAG member agencies or other agency experts to share their strategies as their programs currently deal with these issues. Representatives were from the following:

- Department of Homeland Security
- Department of Commerce’s National Oceanic and Atmospheric Administration
- GSA’s Public Buildings Service
- Department of State

It is hoped that today’s discussions will lead to development of other approaches of value to the attendees and our FRPAG members and their agencies.

_____ then introduced _____, _____, and _____ of the Department of Interior _____ and agency _____.

INTRODUCTION OF

_____ shared ____ perspective on the Department of Interior’s (DOI) real property portfolio, and highlighting the importance of telework and how ____ agency was promoting telework. _____ also commented on how ____ agency is also addressing space efficiencies and is trying to reduce the amount of square footage per person.

ROUNDTABLE

_____ introduced the next item on the agenda, the Roundtable, and the main agenda topic identified by the Executive Committee of Space Efficiency and the Mobile Workforce. ____ provided a biography of each member on the Roundtable, who represented agencies that were members of the Executive Committee and currently dealing with the issue of space efficiency and pilot programs.

Roundtable Format

_____ provided an overview of the roundtable format, in which _____ started with an overview of the straw man Proposal issue. _____ and the other _____ members, _____, _____, and _____, covered the following elements of their respective agency programs, and answered questions from meeting attendees:

1. What issues their organization is facing regarding Space Efficiency and the Mobile Workforce?
2. What are their agency's approaches and solutions?
3. Where is their agency in its implementation plans?
4. What are any lessons learned as it applies to their organization, if any?

Department of Homeland Security

_____ kicked off with a summary of the straw man on space efficiency and the mobile workforce, and commented with _____ example of _____ telework – 5 days a week.

_____ slideshow was entitled ***“The DHS Flexible Workplace Pilot,”*** which addressed ***“A collaborative effort, across the DHS Management Directorate, to design strategies for the workplace of the future.”*** Attached is a copy of _____ slideshow presentation.

Regarding the approach to Flexible Workplace Strategies (FWS), “IT” was slow behind the move to new space (DHS) and so “AirCards” were issued to employees.

- A question was posed as to what was on the (DHS) employee desk. _____ responded that docking stations were on the desks, but that they were going wireless, and there were to be no landlines, and all would have blackberrys.

_____ indicated that there was “culture shock” with the switch to telework (with laptop and blackberry). Questions were raised about the pilot, about how did DHS evaluate it? _____ commented that they used metrics.

Another question was whether they did save any space? _____ said that they started with sharing desks but too much opposition. There was the issue of if 2 people have to be in at one time to a shared workstation, that there was a big conflict. The use of touchdown stations was not totally helpful. The use of AirCards helped and was used to send people anywhere to work during the time when management wanted all staff in the office.

There was a question from HHS about “want” vs. “need” in space—do employees need large workstations?

_____ responded that DHS is working through certain space square footage requirements. _____ said regarding the St. Elizabeth's DHS project, that _____ agency needs outcome based square footage, and not the number of employees per square footage. _____ further explains that you should do space requirements based on “what do you (the employee) do” not “what is the number of employees times square footage?”

National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

_____ covered _____ agency's space efficiency and telework initiative with _____ slideshow named ***“NOAA Facility Efficiency Initiative.”*** Attached is a copy of _____ slideshow presentation.

Following the presentation, one question was asked about whether rental rates were higher out there (in Seattle)? _____ indicated that this was “owned space” (in the Seattle pilot location) and so that was not an issue.

Another question was asked about if they (NOAA) are aware of work done with GSA? _____ replied that yes, NOAA was aware of GSA's work.

_____ of DHS commented during the discussion that the human element is a very big issue. Also HHS asked how does NOAA communicate? _____ of NOAA, said it is important that the telework message come from the top. The message must come from the top that telework supports the mission of the agency.

General Services Administration, Public Buildings Service (PBS)

_____ covered GSA's Public Buildings Service's efforts with ___ slide, "**Workplace Transformation: Continuum Approach**". Attached is a copy of ___ slide presentation.

This issue of space efficiency and the mobile workforce begins with measurement – this is very important. _____ indicated that what was needed was the usable square feet at each location and the number of FTE (full time employees).

_____ mentioned the modernization of the 1800 F Street GSA headquarters building. About 6000 employees are scheduled to go into the new central office space when completely renovated (where about 2400 employees had worked before). This is a challenge from the _____ to accommodate this goal.

New telework policy will help shift to this new mobile workforce. _____ mentioned the Living Lab. Approximate space that was freed up was about 10,000 square feet. (See the attachment about GSA PBS's LIVING LAB)

Also, another technology that PBS is pushing is digital file storage.

They (PBS) are moving away from concept of "personal" space. This is even true for supervisors; supervisors don't need private offices all the time, they need private space sometimes to conduct supervisory business.

A question was – how is the union being involved? _____ indicated that it was involved with the pre-decisional phase. Another issue raised was shifting the cost of work to employees at home. DHS asked, if _____ from the agencies get together on this?

Department of State

_____ remarks include the following highlights as well and questions and answers from the attendees.

Their Workspace Study was just completed

There are new issues and environment (with Congress) now including the following points:

- savings – space
- consolidation
- energy savings
- no more expansion space

There is a 30% target savings that can be done in new space.

_____ says that that decision making is all vertically integrated now.

Regarding the Rosslyn Space Prospectus – that this is new. _____ will now be redoing this space using all new ideas including:

- 162 sf per person rentable
- Surveys on how space is used - _____, from DOS indicated that a 1000 interviews will be conducted and they will be looking at what people are actually doing; they will be looking at the culture

There was a question here—about parking---is State looking at this too? _____ remarked that they are not looking at parking, they will only look/looked at office space. But ___ did mention that there is no free parking.

Roundtable Wrap Up

_____ thanked all the members of the roundtable for participating. ___ said that the next step/issue will be the topic of Disposal of Federal Property.

NEXT STEPS

_____ went on to summarize that the Executive Committee will provide a compendium of resources for the FRPAG members. The contents of the compendium will include an inventory of what each agency is doing.

In response, _____ mentioned the FRPP. Also _____ mentioned the Executive Committee will consolidate this information, i.e. square feet per person, etc.

Also, ___ will add to list of reference information, the contracts available to do work studies – note: PBS has one they are using.

FRPAG will be putting working group together for this. The group will decide how to keep the information/what technology or platform to use (such as on web?).

_____ said that at a minimum, they will determine what information they want to collect – we will be sending out a request out to FRPAG members.

_____ from PBS said they have a workspace diagram (“_____ *WORKPLACE LIVING LAB DESIGN PRESENTATION, 13 APRIL 2011, A PILOT PROJECT FOR THE MOBILE WORKER*”). ___ has a PDF of it which ___ can share.

FRPAG MEETING ACTION ITEMS:

- Establish an ad hoc working group to address the Space Efficiency and Mobile Workforce issue
- Preparation of a reference tool for FRPAG members on agency resources (best practices, etc) for space efficiency/mobile workforce initiative; FRPAG members will be contacted to contribute information/policy/practices/space standards their respective agencies have
- Share PBS’s workspace diagram (“_____ *WORKPLACE LIVING LAB DESIGN PRESENTATION 13 APRIL 2011 A PILOT PROJECT FOR THE MOBILE WORKER*”) (note: this is a 40 page PDF file consisting of 15,690 KB)

ATTACHMENTS

- **DHS Presentation:** “The DHS Flexible Workplace Pilot”
- **NOAA Presentation:** “NOAA Facility Efficiency Initiative”
- **GSA PBS CHART:** “Workplace Transformation: Continuum Approach”:
- **GSA PBS:** “_____ Workplace Living Lab Design Presentation, 13 April 2011, A Pilot Project for the Mobile Worker”

ATTENDEE LIST

Architect of the Capitol

Department of Agriculture

**Department of Commerce, National
Oceanic and Atmospheric
Administration**

**Department of Health and Human
Services**

Department of Homeland Security

Department of Labor

Department of State

Department of the Air Force

Department of the Interior

Department of the Navy

Department of the Treasury

Environmental Protection Agency

**General Services Administration
General Counsel**

**General Services Administration, Office
of Governmentwide Policy**

**General Services Administration,
Public Buildings Service**

**National Aeronautics and Space
Administration**

Naval Facilities Engineering Command

Office of Personnel Management

Social Security Administration

Federal Real Property Advisory Group

MEETING NOTES

April 29, 2010

1. WELCOME AND INTRODUCTIONS

_____ for the _____ with the General Services Administration's (GSA) Office of Governmentwide Policy (OGP), welcomed everyone to the second Federal Real Property Advisory Group (FRPAG) meeting for Fiscal Year (FY) 2010. ___ addressed the major theme of the FRPAG meeting of Executive Order 13514, asking attendees about practices such as using recycled products, promoting car pools and alternative work arrangements (e.g., telework); noting that teleworking worked well during this past winter's storms.

Attendees introduced themselves around the room in the Horizon Ballroom of the Reagan Building and International Trade Center. There were 55 attendees from 34 Federal agencies and departments. A list of attendees and agencies is included at the end of these notes.

_____ then introduced _____, _____, and _____ of the Department of Interior _____ and agency _____.

2. REMARKS

_____ shared ___ perspective on the Department of Interior's (DOI) responsibilities, such as stewardship of the Nation's Heritage, and control of invasive species while maintaining biodiversity. ___ also discussed the special challenges of caring for the second largest number of buildings (after the Department of the Army) many of which are historic landmarks.

_____ commented on the importance of GSA Federal Acquisition Service's responsibility to make sure that the products DOI purchases are compliant, and the need to track purchasing data for reporting purposes.

_____ thanked ___ for ___ remarks and invited those present to participate in the GSA Real Property Innovation Achievement Award Program (see www.gsa.gov/realpropertyawards). _____ then introduced _____ who, as GSA's _____, would be sharing GSA's goals and accomplishments for E.O. 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

3. _____ : GSA'S GOALS AND ACCOMPLISHMENTS UNDER E.O. 13514, FEDERAL LEADERSHIP IN ENVIRONMENTAL, ENERGY, AND ECONOMIC PERFORMANCE

_____ requested that we call _____ and opened with observations about the success of telework during this winter's storms, particularly for GSA _____, who _____ during the blizzard by telephone. _____ then described _____ duties as GSA _____ and _____, including leading GSA's Recovery Act (ARRA) efforts. _____ noted that the _____ has made sustainability a "Core Mission" of Government agencies and it is now in GSA's Mission Statement [GSA's mission is to use expertise to provide innovative solutions for our customers in support of their missions and by so doing foster an effective, sustainable, and transparent government for the American people]. _____ is looking forward to June 2 when Agency Sustainability plans are due, under EO 13514.

_____ also discussed GSA's goal of providing expertise in helping our customers to focus on 'their' core mission and the history of innovation at GSA, such as the 1970 energy crisis, which has resulted in facilities that, today, consume 22 percent less energy than comparable commercial buildings. _____ noted GSA's effort to bring together three attributes:

1. Customer Intimacy - We know and understand your business.
2. Innovation – We are looking at new ways, approaches and technologies to help customer performance. GSA is taking risks, trying new approaches, and applying successful results or moving on. Let GSA be the "proving ground" for you and your agency.
3. Operational Excellence - GSA gets things done, matching the art of operational excellence with customer goals.

Under the Recovery Act, GSA is currently installing a photovoltaic roof system at the Major General Emmett J. Bean Federal Center in Indianapolis, trying out different prototypes, with the assistance of the Department of Energy that will reduce peak consumption at the facility by 6 percent. GSA is also developing a Travel Management Tool to reduce carbon footprints.

_____ then spoke about the GSA Headquarters Modernization project, which will allow GSA "to eat our own cooking," with test workplace design elements. GSA is working to green the supply chain, telling the suppliers what Government customers expect and allowing the re-engineering of their major processes. Wal-Mart and IBM have been successful at this. If they can do it with their purchasing power, the Federal Government should be able to do it. The administration has the power to move markets and make markets.

GSA is working with the Office of Personnel Management, Department of Treasury, and the Environmental Protection Agency on Data Center pilots to develop into templates for others.

Finally, _____ asked Agencies to challenge GSA to find the best way to help them succeed.

Q&A Next, there was a question and answer discussion, with the following questions, which _____ indicated GSA would research and respond in more detail to the members:

- _____, **EPA**: EPA has been told by GSA contracting officers in Regions 6 and 7 that they do not have the flexibility to make any changes to the standard SFO language to reflect current legislation or executive orders under GSA pricing policy, and that therefore the changes are not included in the shell rent for our new leases

in those regions. While some provisions clearly are part of Tenant fit-out, others we believe should be included in the shell rent, such as lighting, recycled content ceiling materials, and HVAC requirements. I would appreciate your guidance on the best way for us to coordinate between your office and GSA Regions on these issues.

- _____: It would be useful for GSA to have nationwide Webinars on this subject.
- _____: Send me the lease. Also, GSA is working on collaboration tools and is open to ideas.
- _____ **IRS**: One of the basic concepts of green building, which is part of the Guiding Principles, is integrated design. Shouldn't GSA provide building shells that are ready for LEED-rated tenant improvements? GSA seems to expect us to pay for building upgrades. Also, this is a problem in leased space, where the SFOs (Solicitation for Offers) are equally unclear.
- _____ **Department of State**: Does GSA have a strategy for Agencies to meet 15 percent sustainable inventory target through the normal lease expiration cycle, which favors lease renewals over new leases? Lease renewals are not the typical instrument to upgrade space to high performance and sustainable buildings.
- _____ **Department of State**: Can GSA assist with 20-year contracting authority to facilitate an Agency's ability to purchase actual renewable power?
 - _____: FEMP has a working group looking at this issue. The short payback period generally does not work with renewables, although some agencies do it in certain states and others are willing to accept worse paybacks.
- _____ **Department of Justice**: Our CIO group is working on Data Center Consolidation Plan and I wonder if GSA has any interagency working group to meet regularly to share ideas between agencies, answer questions related to space planning, design advice or support, point of contacts at GSA for this effort.
 - _____: If there is not already one, GSA needs to create a working group.
 - _____: FEMP also has a working group looking at this issue and welcomes more participation.

_____ then introduced _____ who is currently serving a one-year detail to the Office of the Federal Environmental Executive (OFEE), Council on Environmental Quality (CEQ) as the _____ to assist with guidance development and implementing instructions for E.O. 13514.

4. _____ : HOW ARE WE MEETING THE CHALLENGES OF EXECUTIVE ORDER 13514: FEDERAL LEADERSHIP IN ENVIRONMENTAL, ENERGY AND ECONOMIC PERFORMANCE?

_____ provided an update to the FRPAG members on the implementation of EO 13514 (see attached OFEE slide show "Executive Order 13514: Federal Leadership in Environmental, Energy and Economic Performance"), including:

- Establishment of Scopes 1 and 2 Greenhouse Gas (GHG) reduction targets
- Development of Agency Strategic Sustainability Plans (due June 2, 2010)
- Development of Agency Scope 3 GHG reduction targets
- Submission of guidance and recommendations, and
- The road ahead

The OFEE, working in collaboration with the Office of Management and Budget, supports agency sustainability efforts with expertise, detailed guidance, case studies, and tools. Its specific focus is the successful implementation of Executive Orders (such as E.O. 13514) on Federal environmental performance, including achieving Federal goals for greenhouse gas emissions reduction, energy efficiency, and water conservation; and documenting the economic benefits of environmental performance.

___ highlighted the significant impact of the Federal Government's footprint, in which the Government:

- occupies nearly 500,000 buildings;
- operates more than 600,000 vehicles;
- employs more than 1.8 million civilians; and
- purchases more than \$500 billion per year in goods and services

The Government has much to be proud of in the implementation of EO 13514, and is building on past achievements - towards an integrated sustainability strategy for the Federal government in order to lead by example and achieve a clean energy economy.

The OFEE is working with over 60 agencies to get to the 2020 goals. They should have a good idea of this by 2015 of how things are progressing.

_____ covered the accomplishments to-date and covered what lies ahead, including:

- Senior Sustainability Officers (SSOs) meet with the CEQ-OFEE to discuss GHG targets by agency.
- CEQ-OFEE is encouraging partnering with energy companies.
- CEQ will issue guidance shortly on Scope 3 GHGs.

Collaboration and communication was critical and there were many resources for sharing information and best practices, including:

- GreenGov Collaborative
- GreenGov Symposium
- OpenGov
- OFEE website (ofee.gov)
- FedCenter (fedcenter.gov)

For more information on the presentation and the OFEE/CEQ, please contact _____ at _____, or _____.

_____ indicated at the end of _____ presentation that there was an important continuing theme of collaboration and IT (information technology) in this initiative.

_____ then introduced _____, _____ of the Department of Energy Interagency Sustainability Working Group, who gave an overview of ___ Working Group activities and Greenhouse Gas Management (or Carbon Footprints) under Executive Order 13514.

5. _____ : OVERVIEW OF THE INTERAGENCY SUSTAINABILITY WORKING GROUP (ISWG) and EXECUTIVE ORDER 13514 GREENHOUSE GAS (GHG) MANAGEMENT REQUIREMENTS

_____ gave an overview of the ISWG and its activities, exchanging best practices for green buildings and campuses, developing policy guidelines, and its subcommittees. _____ also invited everyone to join and participate in the ISWG.

The ISWG is coordinated by the Department of Energy's Federal Energy Management Program and includes representatives from 20 major and a number of independent Federal agencies. The ISWG, which was formed by Executive Order in 2001, is the coordinating body for sustainability of the built environment in the Federal sector. It is working to make green building standard practice throughout the federal government and is now helping agencies reduce their carbon footprint and meet their renewable energy goals.

_____ presented updates on Federal GHG accounting and reporting, and sustainability requirements (see attached ISWG slide show "Updates on Federal Sustainability and Greenhouse Gas Accounting and Reporting").

_____ covered how on January 29, 2010, _____ announced that the Federal Government will reduce its greenhouse gas (GHG) pollution by 28 percent by 2020 (goals vary by agency)

_____ went over FEMG and GHG requirements milestones, including the June 2, 2010 submission of the Strategic Sustainability Performance Plan, in concert with 2012 budget submission, as well as the January 11, 2011 target for submitting comprehensive FY 2008 and FY 2010 GHG inventory.

_____ highlighted how efforts are currently focused on data collection, rather than reduction strategies. FEMP is preparing guidance for reporting and will have a free web-based training by September 2010 for agencies to use.

FEMP is also developing a GHG Reporting Portal for use by agencies.

For additional information on participating in the ISWG and FEMP resources, contact _____, Federal Energy Management Program, _____, _____. Next ISWG meeting is June 15, 1:00 - 4:00 pm).

_____ also identified additional electronic resources on sustainability and EO 13514 shown below:

- www.fedcenter.gov
- www.wbdg.org/sustainableEO
- www.eere.energy.gov/femp/sustainable/
- www.eere.energy.gov/femp/highperformance/index.cfm
- www.eere.energy.gov/femp/program/greenhousegases.html

During discussion following _____ presentation, _____ of EPA highlighted that after the June date, when Scope 3 targets and the Strategic Sustainability Performance Plan is

due to the CEO, the next major milestone will be January 5, 2011, when the comprehensive GHG inventory is due from each agency.

6. GSA INITIATIVES

_____ next introduced the _____ for the _____ who provided updates on major Office initiatives.

A. Performance Measurement: _____, _____, mentioned the 14th Annual GSA Achievement Award for Real Property Innovation Ceremony scheduled for Fall 2010. The Call for Entries is available to agencies to submit their innovative practices in asset management, sustainability and workplace innovation (the Call for Entries is available at www.gsa.gov/realpropertyawards). Also, the Workplace Utilization Study, coming out soon, in which it appears the benchmark space per person will be around 195 square feet.

B. Asset Management: _____, _____, briefed the group on the latest status of the Federal Real Property Profile (FRPP) and plans for the future, including:

- There will be a new real property policy coming out to drive down real property costs through consolidation and telework.
- _____ briefed attendees on the latest telework legislation, Senate Bill S. 707, the "Telework Enhancement Act of 2009, and related House Resolution, H.R. 1722. (Note: Senate Bill S. 707 passed on May 24, 2010).

B. Regulations Management: _____, _____, briefed the group on _____ division's latest Federal Management Regulations (FMRs), legislative program initiatives, and publications.

- FMRs: The FMR review is underway to update it with EO 13514, with the GSA _____ participation.
- Policy Change Management Model (PCMM): The PCMM web portal's Self-Assessment Questionnaire was due by the end of May. See <https://pcmm.gov>.
- Sustainable Development: Our Sustainable Development Education Initiative, including our latest report -- "The New Sustainable Frontier: Principles of Sustainable Development," received the American Planning Association, Federal Planning Division's 2009 Award for Outstanding Sustainable Planning, Design or Development Initiative. See www.gsa.gov/sustainabledevelopment.
- Legislative Program: Regarding real property reform legislation, H.R. 2495 the "Federal Real Property Disposal Enhancement Act of 2009," is on the calendar for consideration by the House.

7. FRPAG MEETING WRAP-UP

_____ wrapped up the meeting and thanked everyone for attending.

The _____ is looking for volunteer agencies to host a FRPAG meeting (with our help) and would like to have your suggestions of topics for the Advisory Group to address. Please send your offer to volunteer to host a meeting or topic suggestions to _____ at _____.

8. **ACTION ITEMS OR DATES TO REMEMBER:**

- _____ Presentation Q&A: Responses to questions raised by FRPAG meeting attendees during _____ presentation are being researched and will be transmitted as soon as available.
- Agency Strategic Sustainability Plans - due June 2,
- ISWG: Next ISWG meeting is June 15, 1:00 - 4:00 pm. Everyone is invited to join and participate in the ISWG; contact _____, Federal Energy Management Program, _____/ _____.
- GHG reporting: FEMP is preparing guidance for reporting and will have a free web-based training by September 2010 for agencies to use. Contact _____ for more information.
- Scope 3 GHGs: CEQ will issue guidance shortly on Scope 3 GHGs; for more information, contact _____ at _____, or _____.
- Call for Entries due from agencies to GSA by July 1, 2010. Visit www.gsa.gov/realpropertyawards for more information.
- Award Ceremony - Fall 2010: GSA Achievement Award Program Ceremony date to be set; FRPAG members will be notified.
- Next FRPAG meeting - to be scheduled for Fall 2010; contact our office if your agency would like to volunteer to sponsor/ host this or another FRPAG meeting with our assistance.

ATTACHMENTS:

- CEQ – OFEE: "Executive Order 13514: Federal Leadership in Environmental, Energy and Economic Performance"
- FEMP – ISWG: "Updates on Federal Sustainability and Greenhouse Gas Accounting and Reporting"

April 29, 2010 FRPAG Meeting – Attendees List

Advisory Council on Historic Preservation

Department of Agriculture

Department of Defense

Department of Energy

Department of Health and Human Services

Department of Homeland Security

Department of the Interior

Department of Justice

Department of Labor

Department of State

Department of the Treasury

Department of Veteran Affairs

Environmental Protection Agency

Executive Office of the President

GSA, Public Buildings Service

GSA, Office of Governmentwide Policy

GSA, _____

GSA, Office of the Administrator

National Aeronautics and Space Administration

National Oceanic and Atmospheric Administration

Office of Personnel Management

Others:

Graphic Systems, Inc.

Federal Real Property Advisory Group

MEETING NOTES

October 28, 2009

1. **WELCOME AND INTRODUCTIONS:** _____, _____
for the _____ with the General Services Administration's (GSA) Office of Governmentwide Policy (OGP), welcomed everyone to the first Federal Real Property Advisory Group (FRPAG) meeting for Fiscal Year (FY) 2010.

In ___ opening remarks, _____ addressed the major theme of the FRPAG meeting of telework, including related areas such as alternative officing, and its emphasis by the Administration on work-life quality as well as more effective government (and related areas such as energy conservation). The meeting would feature leading examples of telework and alternative officing from Federal agencies, including the Office of Personnel Management (OPM), Federal Deposit Insurance Corporation (FDIC), and GSA.

Attendees introduced themselves around the room in the American Institute of Architects' Headquarters Building Boardroom. There were 37 attendees from 12 Federal agencies and departments. A list of attendees and agencies is included at the end of these notes.

2. **TELEWORK PRESENTATION**

_____, _____
_____, _____
for OPM, shared ___ perspective on OPM's increased promotion of telework in ___ agency as well as in the Federal government.

_____ presentation, entitled "*OPM's Role: Telework in the Federal Government*," included the following important highlights:

Benefits of Telework: Helps with recruitment - younger workers like telework and many are demanding the flexibility that it provides; helps with emergency planning (COOP (Continuity of Operations), Pandemic (epidemic), bad weather); generates non-agency specific environmental green results.

Status of Telework in 2009 Telework Report: OPM issues call for data every year from all agencies. Seventy-eight agencies submitted data to OPM; 102,900 eligible Federal employees telework; 61 percent of the agencies reported an increase in telework; 56 percent of agencies have implemented telework into COOP; and overall shows slow growth in participation

OPM Role: Serves as a resource for agency telework coordinators; they are looking for a "PULSE" on telework status governmentwide. OPM and GSA have a shared responsibility on telework. Telework resources available at website: **www.telework.gov**.

Role of Agency: Managers should maintain contact with the agency telework coordinator. Sometimes there is a policy and practice disconnect. An agency should identify eligible employees and identify and address barriers to telework

Also, there are many barriers to telework: Lack of knowledge by the manager, lack of training for the manager and employee, and the fear of a new management technique.

Role of Manager: All parties need to work together. This should be facilitated by the manager.

Also, employees should not be treated any differently whether they are teleworking or not. Practice with telework is very important. Practice allows problems to surface so they can be dealt with. Don't just practice for one day every so often. Practice for several days in a row.

Role of Employee: Formal agreements are strongly recommended, as well as safety checks for the work environment at home. Equipment needs should be identified. Coverage times are important. As an employee, be sure to establish and communicate – how the in-house staff can communicate and deal with you.

OPM _____ Telework Initiative:

- April 29, 2009, Federal Telework Initiative announced on Capitol Hill.
- Basis: telework is good for agency operations as well as employees, communities and the environment.
- _____ wanted to move telework forward with or without legislation.
- GSA is further along than OPM in this area.
- Top level management support is vital to telework program success.

Telework Initiative: Key Elements: Most agencies do NOT have dedicated telework managers; many employees do not have a process or policy or are not aware of the procedures available to them if a manager is against telework; finally, training is very important.

Future Plans include:

- Conduct policy reviews - Independent group of evaluators within OPM.
- Share telework best practices with participating agencies.
- Use lessons learned as support basis for other initiatives (e.g., training).

For more information and telework resources, including OPM's report - Status of Telework in the Federal Government, Report to the Congress, 2009, go to www.telework.gov.

(Note: the slide show "OPM's Role: Telework in the Federal Government," is included as an attachment to these meeting notes).

3. ROUNDTABLE DISCUSSION ON TELEWORK

The telework roundtable followed next with a presentation and discussion on telework and Alternative Officing (AO) benefits and challenges.

The panel members included:

- _____, _____, _____, in the Department of Administration, Federal Deposit Insurance Corporation (FDIC) and
- _____, _____, _____ in the Office of Human Capital Management, GSA.

_____, _____, _____, from GSA's OGP was the panel moderator.

The roundtable focused specifically on telework and alternative officing from the different perspectives of the Federal Deposit Insurance Corporation (FDIC) and GSA due to their outstanding telework and/or AO programs, including benefits, cost savings or avoidance, challenges, lessons learned and any plans for the future.

_____ -- _____ led off the roundtable, describing how a large portion of FDIC's workforce is on the road to carry out their mission. AO, which has become a critical business strategy for them, was developed in a 2001 pilot, where they met with every management team, trained regional liaisons, and established a continuing education program. They now have a robust program with full management support and participation.

FDIC field examiners can telework full-time after the existing lease on their space expires (no new space is leased), and provide annual allowances of \$300 for equipment and \$480 for connectivity. Employees who do not telework are provided with a 48 to 68 square foot workstation. Four foot by four foot (4'x4') touchdown workstations are provided to teleworkers on a "first-come" basis. This has resulted in savings of \$14,000/employee over five years - \$4.7 million in 2008, alone. Other benefits are a reduced commute, less stress and higher productivity.

Managers say, "Good workers are good teleworkers."

A 2008 survey found that 75 percent telework one day/week or more, 91 percent of managers view it favorably, and 70 percent believe productivity has improved or stayed the same.

FDIC believes that AO works for them because:

- they have clear policies,
- there are annual telework agreements and re-certification, and
- the expectations are clearly delineated.

AO is meant to encourage flexibility, but it is still "mission first" - AO is not an entitlement.

_____ **(Telework Challenge)**-- Next, _____, through _____ presentation entitled, "Engaging GSA's Employees through Worklife Balance - Telework and Wellness," went on to describe GSA's Telework Challenge (including the "Wellness Initiative").

First, _____ mentioned that OGP is a great source of telework information (see www.gsa.gov/awa for more information on OGP's telework/AO programs).

_____ described the three "Why's" of telework, which were:

1. To ensure continuity of operations (COOP), especially as a part of pandemic planning, reduction of office space, personnel recruitment and retention, and productivity,
2. To support environmental efforts, improve resource utilization, and reduce wear-and-tear on all modes of transportation, energy consumption, dependency on foreign oil, pollution, and greenhouse gas emissions, and
3. To benefit GSA employees by reducing commuting costs, helping the work/life balance, and allowing work to be done without interruption.

All GSA employees are eligible, except those who work with secure materials or who must be physically present at the workplace, such as security guards, nurses, receptionists, etc.

In 2007, fewer than ten percent of GSA employees teleworked. There has been great progress towards a goal of 50 percent by the end of 2010, with 47 percent participating in June 2009.

There are four "types" of telework at GSA:

1. one or more days per week,
2. two days per pay period,
3. situational, and
4. emergency.

The GSA agreement may require employees to work at home under certain circumstances. Next steps include adding a telework category to pay system reporting, an automated system that identifies employees' daily location, more training for employees and supervisors, and expanding use of telework centers to also save on transit subsidies.

H1N1: _____ also mentioned how telework can be available to anyone in the event of the flu (such as H1N1) regardless of the type of telework agreement under "situational" or "emergency" telework definitions.

Telework - Next Steps: These include -

- Continue infrastructure development to automate reporting, tracking, and analysis of telework activity.
- Continue training.
- Expand use of Telework Centers.

Federal Wellness Campus: _____ also presented the "Federal Employee Health and Wellness Initiative," and the "Wellness Campus," to improve employee health. The Initiative's goals are to improve employee health and lower health care costs.

Planned actions under the Initiative included:

- Have the _____ and senior agency leadership publicly embrace a culture of health and wellness.
- Measure baseline employee health status (medium term goal).
- Catalog agency wellness activities, in cooperation with existing OPM working group.
- Charge agency leadership with setting wellness goals and improving employee health (e.g. Hold intra- and inter-agency competitions to improve health metrics).

The Initiative included the establishment of a "Prototype Federal Campus" (or Federal Wellness

Campus) that expands employee health and wellness through a collaborative effort of health education, supportive social and physical environments, linkages with related programs, and screening programs.

The "Federal Wellness Campus" prototype includes improvement to fitness centers, improving nutrition at cafeterias, and a "walking challenge." In addition,

- The local campus prototype includes GSA, Department of Interior (DOI), and OPM.
- The prototype will serve as a template that can be applied to other areas in the country as well.

Telework and work flexibilities such as alternative work schedules (AWS), are considered wellness tools, leading in part to:

- Healthier, more productive GSA employees.
- Greater balance of work and life to our employees.
- Greater job satisfaction reflected in the FHCS (Federal Human Capital Survey).
- A better position to attract, hire, and retain the best and the brightest talent in the country.
- Saving the American people money.
- Reinvesting those savings into increased and improved services.

Q&A Next, there was a question and answer (Q&A) discussion between the panel and the FRPAG meeting attendees, including _____ from OPM.

- In response to a question about how telework eligibility is determined, _____ indicated that you start with everyone being considered eligible and then work to overcome any barriers, if possible.
- Regarding a question about how to address home safety certification, _____ said that there is a required checklist of common-sense safety items, like electrical and fire safety; most are a desirable part of home safety, any way.
- _____ raised the issue of what would be the impact of telework on workspace? _____ responded, saying that at FDIC, full time teleworkers share touchdown space. Those teleworking three or more days a week are asked to consider giving up their space.
- _____ also brought up the issue to the panel of how do you overcome any resistance to telework? _____ indicated that you focus on performance, regardless of location. You need to build the performance plan and follow through on it. _____ also added that you need to combine with culture change and try to combine it with special needs, like family or medical requirements. _____ also said that the discussion needs to be in the context of flextime and outside issues, such as temporary family issues (like caring for a family member) that require more flexibility.
- _____ asked the panel what is a success factor they would consider for telework programs. _____ indicated that for _____ agency, it was top-down buy-in and it was promoted from above and tied to manager performance plans. Managers were helped with training on managing remote workers. _____ replied that in the case of GSA, the GSA _____ promoted it, and it is linked to COOP, environmental and recruitment programs. _____ said that an organization needs to make a business case for telework to respond to organizational issues, such as staff retention, space reduction, and building employee morale.

(Note: the slide show on the GSA Telework Challenge/Wellness Campus program is included as an attachment to these meeting notes).

4. PANEL DISCUSSION ON RENT MANAGEMENT

_____ then introduced _____, _____ for the State Department (and recently with the Department of Justice) and _____, _____ in the _____ in GSA's Public Buildings Service (PBS). _____ and _____ then conducted a panel discussion on rent management.

The panel was being conducted at _____ request to see how agencies manage rent and in which ways, to see how they compare to how _____ agency handled rent, and to see what are the pros and cons of the various methods agencies use. _____ joined the panel to provide a perspective on GSA's rent management program.

Discussion included how agencies "handle" rent bills, "re-billing" of GSA rent bills to multiple organizations within the agency, and pros and cons:

- Pros – makes users responsible for their costs, better space usage and accountability.
- Cons – increases tracking and ADP activities; accounting difficulties.

Discussion also included central payment of GSA rent bills, and statistics and facts on such areas as manual tracking vs. automated systems (for example, the Department of Justice has an automated system as opposed to State and HHS which have manual systems).

One problem area identified was with the State Department, in which _____ indicated that there is a funding problem in that there is no money for RWA's leading to equipment neglect; there is enough money budgeted for rent but not maintenance.

Discussion about rent and Exhibit 54 (space budget justification) resulted with attendees indicating more training on Exhibit 54 from GSA would be helpful (PBS is exploring the possibility of posting video training on its website). For more information on Exhibit 54, FRPAG members may contact _____ on _____ or _____ on _____, with the _____, _____ in GSA's PBS.

For more information on GSA Rent: GSA charges rent to over 100 Federal agencies, which is deposited into the Federal Buildings Fund and used to operate the government's buildings and pay rent to private sector for lease space. Customers can access their rent bills on the internet through Rent on the Web (ROW). ROW gives customers real-time access to their rent information, which allows them to review their rent bills at the time that is most convenient to them.

Agencies may access on this site "Pricing Policy," which provides the information on the policies for pricing space and related services to customer agencies, and "Reimbursable Work Authorizations" (RWA) which provides the information about changes to the GSA RWA form (GSA Form 2957). For more information, visit www.gsa.gov/rent.

5. **GSA** _____ **INITIATIVES:** _____ next introduced several of the _____ for the _____ who provided updates on major Office initiatives.

_____ mentioned the GSA Achievement Award for Real Property Innovation Ceremony scheduled for October 29, 2009 and the publication of the award program winners and innovative practices submitted for the program which was included in FRPAG meeting attendee packages (it will also be available at **www.gsa.gov/realpropertyinnovation**)

A. Asset Management: _____, _____, briefed the group on the latest status of the Federal Real Property Profile (FRPP) and plans for the future, including:

- Annual Federal Real Property Report posted online: The *FY 2008 Federal Real Property Report* has been posted online and can be accessed from the Federal Real Property Report (FRPP) Summary Library at **www.gsa.gov/frppreports**. (Printed versions of the FY 2008 report are also available. Contact: _____, _____)
- Next development: The summary data from the FRPP will be posted on **www.data.gov**, after a review of the data to ensure that there are no security issues associated with the posting.

B. Regulations Management: _____, _____, _____, briefed the group on ___ division's latest Federal Management Regulations (FMRs), legislative program initiatives, and publications.

Regulations/Bulletins: During FY 2009, the following regulations and guidance were issued for ___ customers and/or the public:

- Smoking: FMR Amendment 2008-08, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, was published in the *Federal Register* on December 19, 2008 and FMR Bulletin 2009-B1, of the same name (which further explains the amended policy), was published in the *Federal Register* on December 22, 2008.
 - prohibits the smoking of tobacco products in all interior space owned, rented or leased by GSA or agencies operating under a delegation of authority from GSA, and in any outdoor areas under GSA control in front of air intake ducts, and
 - smoking is prohibited in courtyards and within 25 feet of doorways and air intake ducts on outdoor space under the jurisdiction, custody or control of GSA.
- Ancillary Repair and Alterations: FMR Amendment 2009-03, Delegation of Authority to Perform Ancillary Repair and Alterations Work in Federally Owned Buildings under the Jurisdiction, Custody or Control of the General Services Administration - was published in the *Federal Register* on March 24, 2009.
 - provides for the acquisition of ancillary repair and alteration work in Federally-owned buildings under the jurisdiction, control, or custody of GSA when it is a minor part of a building project.
- PAD: FMR Bulletin 2009-B2, Guidelines for Public Access Defibrillation Programs in Federal Facilities - was published in the *Federal Register* on August 14, 2009.

- developed collaboratively with HHS to provide basic information to familiarize Federal facilities leadership with the essential elements of a Public Access Defibrillation (PAD) program
- this program is real public service, since it can save lives.
- FRPP: FMR Bulletin 2009-B3, Federal Real Property Report - was published in the *Federal Register* on September 21, 2009.
 - announces the FY 2008 Federal Real Property Report, which is an overview of the U.S. Federal Government's real property assets (Federal Real Property Profile or FRPP).

FMRs: In addition, during FY 2009, the Federal Management Regulations Real Property Policies, including Parts 102-71 to 83, was being updated:

- The Office met with Subject Matter Experts in GSA's PBS to solicit changes and updates to the Real Property Policies.
- Areas covered in the FMR include: Delegation of Authority, Real Estate Acquisition, Facility Management, Real Property Disposal, Design and Construction, Assignment of Space, Location of Space, Safety and Environmental Management, Security, Utility Services, Art-in-Architecture, and Historic Preservation.
- Revisions were reconciled to the Real Property Policies on September 30, 2009 and will be forwarded to the Office of Management and Budget and GSA's General Counsel for review and comment.

In FY 2010, an FMR Evaluation and Review of all current FMR Bulletins is being conducted to see if they are current, need to be revised, or need to be cancelled.

- Already have customer agency volunteers from the Department of State and Commerce's National Oceanic and Atmospheric Administration to serve on the panel.
- If anyone else here is interested in joining ___ panel, please let us know.

Policy Change Management Model (PCMM): The PCMM web portal's Self-Assessment Questionnaire, Policy Reference Area and Discussion Board were a success in FY 2009.

- The number of agencies participating in the Self-Assessment Questionnaire (Facility Management 102-74, Assignment and Utilization of Space 102-79, Location of Space 102-83) was 23. This was an increase of five over FY 2008
- ___ office achieved an average agency satisfaction level of 8.3 (on a scale of 1-10).
- OGP's Policy Performance Portfolio System (or 3PS) effectiveness measure was rated 80 percent by ___ Agency Users and 100 percent by ___ Key Policy Stakeholders.

All the Self Assessment Questionnaire responses from both FY 2008 and 2009 will be addressed by the FMR Evaluation and Review Panel in FY 2010, as well as any other issues brought up by the panel.

Future improvements in FY 2010 include ___ plans to release:

- New features in the Self-Assessment Questionnaire for ease of use,
- We will completely reface the PCMM portal, and
- We will implement Web 2.0 social media tools so they provide an increased focus on the Discussion Board.
- During FY 2010, we will be reviewing safety and environmental management, security, and utility services.

Sustainable Development: There are two new items in ___ sustainable development program:

- You can now view ___ video "The Road to Sustainability: A Conversation with Ray Anderson," on ___ website at: **www.gsa.gov/sustainabledevelopment**.
- Published ___ latest report -- "The New Sustainable Frontier: Principles of Sustainable Development."
 - Innovative new 40-page guide to the principles of sustainability updates the 2000 GSA "Real Property Sustainable Development Guide," by introducing new concepts, tools and strategies that have evolved over the past decade.
 - Also available on ___ website is an appendix with supporting information related to the new Guide.

Legislative Program:

- Real Property Reform - Regarding Real Property Reform Legislation, during the 111th Congress, one bill has been introduced related to Real Property Reform, H.R. 2495- Federal Real Property Disposal Enhancement Act of 2009, a bill to amend title 40, United States Code, to enhance authorities with regard to real property that has yet to be reported excess, and for other purposes, by allowing retention of net proceeds from the sale of the property. The bill was marked-up on September 10, 2009.
- Legislative Clearance - In compliance with OMB Circular A-19 legislative clearance, received and reviewed over 319 legislative items during FY 2009 for impact on governmentwide real property.

Outreach:

- Telework Polycysite Newsletter: In June 2009, ___ published ___ newsletter, "Right Place, Right Time, Right Solutions - Asset Management and Alternative Workplace Arrangements (AWA)," which featured leading public and private, local and international trends, initiatives and technologies related to AWA and telework. An electronic copy is available at **www.gsa.gov/realpropertynewsletters**.
- Contacts Directory: just published the 2009 Real Estate and Workplace Contacts Directory; copies available at **www.gsa.gov/realestatedirectory**.

6. FRPAG MEETING WRAP-UP: _____ wrapped up the meeting and thanked everyone for attending. ___ also reminded everyone that the next FRPAG meeting is set for February 2010.

___ is also looking for volunteer agencies to host a meeting (with ___ help) and also would like to have your suggestions of topics for the Advisory Group to address. Please send your offer to volunteer to host a meeting or topic suggestions to _____ at _____

ACTION ITEMS AND DATES TO REMEMBER:

- Telework - For telework resources and the report Status of Telework in the Federal Government, Report to the Congress, 2009, go to OPM's telework website- **www.telework.gov**.
- Exhibit 54 - For more information on Exhibit 54, FRPAG members may contact _____ on _____ or _____ on _____, with the _____, _____ in GSA's PBS.

- Innovative Practices - Publication available on Innovative Practices from 2009 GSA Achievement Award for Real Property Innovation Program; innovations may be useful to your agency's asset management and sustainable development programs. Visit www.gsa.gov/realpropertyinnovation.
- Federal Real Property Profile (FRPP) - look for summary data from the FRPP to be posted on www.data.gov. Also, the FRPP FY 2008 Annual Report is available. Contact _____ at _____
- FMR - Contact ___ if you are interested in joining GSA's FMR Evaluation and Review panel (contact _____ at _____)
- PCMM - Look for the implementation of Web 2.0 social media tools on the PCMM.
- Sustainable Development - For copies of the publication "The New Sustainable Frontier: Principles of Sustainable Development," contact _____ at _____.
- Contacts Directory - Copies of the 2009 Real Property Contacts Directory were mailed to FRPAG members. Contact _____ at _____ for additional copies.
- FRPAG Meeting Host Opportunity - The next meeting is in February 2010; contact ___ office if your agency would like to volunteer to sponsor/ host this or another FRPAG meeting with ___ assistance.

Attachments:

- OPM Telework Slide Show "OPM's Role: Telework in the Federal Government"
- GSA Telework Slide Show "Engaging GSA's Employees through Worklife Balance - Telework and Wellness"

October 28, 2009 FRPAG Meeting – Attendees List

Department of Agriculture

Department of the Air Force

Department of Defense

Department of Health and Human Services

Department of the Interior

Department of the Navy

Department of State

Department of Transportation

Department of the Treasury

Federal Deposit Insurance Corporation

GSA Office of the Chief Human Capital Officer

GSA Office of General Counsel

GSA

GSA Public Buildings Service

Office of Personnel Management

Others:

Graphic Systems, Inc

Federal Real Property Advisory Group (FRPAG)

MEETING NOTES

JUNE 18, 2009

1. Welcome and Introductions:

_____, _____ for the _____ with the General Services Administration's (GSA) Office of Governmentwide Policy (OGP), welcomed everyone to the Federal Real Property Advisory Group (FRPAG) special meeting on the American Recovery and Reinvestment Act (ARRA) of 2009.

Attendees introduced themselves around the room in the American Institute of Architects' Headquarters Building Frank Lloyd Wright Conference Room. There was a large turnout with 31 attendees from 12 federal agencies and departments. A list of attendees is included at the end of these notes.

As _____ for FRPAG, _____ addressed the ARRA theme of the special meeting and provided a background on the passage of this landmark legislation.

2. Roundtable on ARRA led by PBS speakers

_____, _____, introduced the speakers: _____, _____ for GSA's Public Buildings Service (PBS) in the _____, _____, _____ of the _____ in PBS's _____, and _____ for PBS's _____.

The speakers led the roundtable discussion, incorporating their presentation of PBS's ARRA program (including how PBS is complying with the act) with questions/answers (Q&A) and related discussion from FRPAG representatives attending the meeting. Highlights of the roundtable presentation and Q&A's are included below.

GSA Funding and Goals The speakers covered the funding under the ARRA, including the following funding and goals for PBS under the ARRA:

\$5.55 B (billion) spending plan:

- \$1.05 B for courthouses, land ports of entry and federal buildings
- \$4.5 B to convert existing facilities to high-performance green buildings
- Projects in all 50 states, the District of Columbia and two territories

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ARRA PLANNED SPENDING	REPORTED GOALS
Spending Planned prior to August 1, 2009 (120 day list)	\$ 1,000,000,000
Spending Planned from August 1 - December 31, 2009	\$ 1,000,000,000
Spending Planned in 2Q 2010	\$ 1,900,000,000
Spending Planned in 3Q 2010	\$ 550,000,000
Spending Planned in 4Q 2010	\$ 600,000,000
Planned Spending through FY 2010	\$ 5,050,000,000
Spending Planned in FY 2011	\$ 500,000,000
Total Planned Spending	\$ 5,550,000,000

The speakers also addressed ARRA projects funded in four categories: new construction, full and partial building modernizations, limited scope projects, and small projects.

They covered the subject of and funding for green building modernizations including the following:

\$4.5 B is focused on high-performance green building projects:

- Includes such improvements as:
 - Renewable energy—photovoltaics and wind
 - Roofing, including green roofs
 - Windows
 - Lighting replacement
 - High-performance building systems
 - Advanced metering

The speakers also addressed the following PBS's ARRA Major Projects:

- \$750 M (million) - Federal Courthouses, Federal Buildings and Modernizations (\$450 M for Department of Homeland Security Headquarters)
- \$300 M - Land Ports of Entry (Border Stations)

Other Agencies' Recovery Act \$\$ Potentially to GSA:

- \$2.0 B Potential - Other Agencies' RWA (Reimbursable Work Authorization) Work

PBS projects were selected based on energy savings and speed of delivery:

- Projects that have been designed or are in design with a focus on energy.
- Projects that can be developed and awarded quickly, getting people back to work.

_____ also indicated during the presentation that:

- Energy reduction goals were reviewed:
 - Green power credit is being phased out.
 - They dropped the cost effectiveness factor for energy reduction.
- Roof replacements were focused on:
 - Forty (40) projects of this type.
 - Some are integrated photovoltaic and some are stand alone photovoltaic.
- They needed to re-commission some of the funding.
- Standard specifications are being implemented for high performance lighting
 - Lighting specifications will be available to all agencies.

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Business Processes There was some discussion about funding and processes. In response to a question about how PBS is tracking funds, _____ replied that PBS is following the ARRA list; usually by contract – which is when the funds are obligated.

PBS is doing business a little differently now regarding processes it uses. Some work/project were already on the shelf for which PBS was just waiting for funding. The projects may have been tweaked some to start. The ARRA offices worked with the GSA regional offices on the process.

During the roundtable presentation, the Department of Interior's (DOI) representative questioned whether unforeseen issues may take a project offline and did GSA have backup projects?

_____ replied that GSA did have a backup list but they must give proper notification to the Funding Office and are still working out that process.

_____ also indicated the "PMO" (Project Management Office) will pull the plug on a project if it can't get it off the ground right away and GSA regions have other projects waiting to substitute. Risk is highest factor regarding a project for prioritization. The criteria is to have \$5 Billion plus in funding obligated by end of FY 2010 or money will be lost (\$0.5 B can be used in FY 2011), meaning that GSA loses money if it does not spend it.

Also, _____ said that new construction and modernization projects already had \$7 B in projects that were ready – not all were funded.

During the presentation, _____ indicated that traditionally we (PBS) have done "Design then Build." Now it is "Design/Build" = Design is Construction. _____ also indicated that PBS does not have any design/build contracts in place that other agencies can use.

_____ from DOI inquired whether GSA had standard contracts in existence and could agencies issue task orders against those contracts? _____ indicated that this is not possible; this is not an IDIQ (indefinite delivery/indefinite quantity). GSA has five years from the signing of the ARRA which was in February 2009 to finish its projects and is directed by the ARRA what it can use the funding for.

GSA PBS ARRA Project Management Office Organization The roundtable speakers continued to address the organization of their new ARRA Program Office and ARRA projects:

- The PBS ARRA PMO (Program Management Office) was established in April 2009. All execution of the projects takes place on a GSA PBS regional basis and is tracked in the GSA Central Office. The tracking requirements are all new and comprehensive.
- The PBS PMO has a mission statement.
- The PMO zoned the country into three areas. The zones communicate directly with the various regions of GSA.
- PBS has staffed for additional Subject Matter Experts.
- There is a Reporting and Tracking group that generates weekly reports on all projects to the White House and the GSA _____.

Energy Performance The speakers then fielded some questions concerning energy, performance metrics and related topics. _____ explained that the ARRA did focus GSA on energy performance because the ARRA did target \$4.5 B on high performance green projects.

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Regarding metering of buildings, ___ said that not all buildings are metered, some are metered in groups. However, all buildings will be individually metered after upgrades which aids in tracking performance. _____ said that this is a great opportunity to include research on how technology is performing; ___ would like to see a good research project going on here too.

In response to a question from the Department of Defense (DOD), _____ explained that GSA is analyzing the ROI (return on investment) on the various energy investments (such as roofs and hvac); there is a data and reporting mechanism available for this purpose. Also, contracts are not bundled for multiple buildings for these projects.

_____ commented whether DOD is looking for information on the energy aspects of the projects and should we have performance data on how projects are performing? DOD was interested about learning more about this for its projects.

_____ made several additional points about GSA's PMO and the ARRA projects. PMO is a small group pulled from PBS and has good contacts within the GSA regions. The Three Zone executives take "lessons learned" from the regions and pass them back very quickly. There is a great synergy – a very collaborative environment. There is a charter/planned outline for the "PMO" (Program Management Office); there is a less formal structure and a steering committee. However, it is not a separate organization; they are using an integrated process. It is a collaborative process between GSA Central Office and GSA's regional offices and is working well.

Also, _____ indicated that PBS' Office of Design and Construction is operating in regional GSA offices too and that the PMO is small, so it uses other business lines in GSA and technical experts.

As the presentation continued, _____ spelled out how "speed counts" by utilizing the following goals:

- Take advantage of full funding
- Compress processes
- Eliminate wasteful/unnecessary steps
- Carefully track all deliverables
- Standardize advertisements and contract requirements to align with industry standards

DOD then inquired that since most investments are zeroing in on energy, is GSA doing fact finding with private industry to keep up with execution schedule? GSA has nothing formal by _____ for PBS' _____ but GSA is meeting with industry on this issue regularly. Also, there is an acquisition group in GSA's PBS to assist on this.

DOD further inquired whether PBS has had any problem with roofing materials? So far, PBS does not think that will be a problem, according to _____, but this is an issue still being dealt with.

_____ commented that the question is whether industry can keep up with the demand? _____ indicated that it could.

Security/Afterhours Work The roundtable speakers also responded to several other questions raised regarding security and funding afterhours work. According to PBS, security is being addressed by being included in each project. Also, PBS just received information regarding funding being available

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for work afterhours (including the Ronald Reagan Building in downtown Washington, DC), and for relocation costs and will be communicating with the agencies on this issue.

The topic of re-appraising buildings after being modernized was raised by _____ of the Department of Justice. _____ advised that they were not aware of any new plans; also ___ later provided the information that GSA would conduct rent appraisals according to the regular cycle and would not be expediting appraisals due to the ARRA.

The presentation continued with _____ speaking of the great amount of synergy and collaboration in concert with the formation of GSA's PMA and how there is a large reporting requirement and that the first staff meetings just took place in May of 2009; ___ made the following points as well:

- The notion of "transparency" was supported in the process.
- There is posting information regularly and more sharing of information and lessons learned.
- Regarding reporting---there is more done now - which can be a larger burden but that is part of the process.

Metrics/Modeling The topics of performance metrics and modeling were raised at this point during the roundtable. DOI inquired whether during the monitoring of these projects, are there performance metrics? _____ responded that they do use milestone dates for performance. They are still trying to quantify energy standards and methods and are working on it now; they are in the process of putting performance measures in contracts.

DOD raised the issue of using building information modeling (BIM)? PBS is using BIM; all projects require modeling for energy. *(DOD also asked for a GSA contact on BIM - PBS provided the following contact to FRPAG members: _____, _____, _____, Public Buildings Service, GSA, email: _____)*

Also the Department of Veterans Affairs (VA) representative _____ asked about whether energy ("green") standards are included in the process? According to _____, the scope of work (SOW) contains green goals, carbon footprint goals; thus they have standards and guidelines in the SOW document. Also, VA wanted to know how do they get an energy baseline in projects? PBS is currently right in the middle of this resolving issue right now.

DOI also inquired whether there was any onsite monitoring for "big" projects (such as for reporting/transparency)? _____ described how GSA employs regional recovery teams ("tiger teams") which are deployed to project area with problems; they assemble the "tiger teams" as needed. However, there is no "preemptive" on-site monitoring. Peer review during project development is done (and not all projects are big). PBS zone managers do assist with this; hands on monitoring is utilized.

Unions _____ from the Department of the Treasury raised several issues including unions. Specifically, how do you approach unions with these contracts with savings? Are there any assumptions or break even points; will unions work with you on afterhours and evening project issues? Also, ___ indicated that asbestos issues are not covered by funding for ARRA.

_____ addressed some of these issues. _____ replied that PBS is working through union issues now with service customers; PBS is doing more to talk to customers about needs areas to comply

Federal Real Property Advisory Group (FRPAG)

with unions (for example, lighting - is it sufficient for the customer?). PBS is proactively meeting more with customers as part of addressing this issue.

Regarding using savings for something else, PBS is dealing with the issue now of using the savings elsewhere, however no additional information is available yet.

_____ addressed the fact that we need to be able to conceptualize these issues that have been raised with great velocity and deal with these requirements at high speed - unions, asbestos, staying on schedule/on budget, and minimizing risks.

Project Manager Training: The topic of training and the need for certified project managers was raised by DOI. DOI is spending \$3.5 B on over 3,300 projects. How are you (GSA) getting enough certified project managers for ARRA? _____ replied that PBS has a lot of standing project managers already.

On the subject of training, _____ of DOI added that DOI has a lot of major projects and the agency is challenged with resources for project management -- including the issue of having qualified people/employees in place. PBS replied that this is not an issue right now with PBS. PBS regions have redeployed personnel to where the urgent projects are and there is a standing register of project managers.

Not all of the project managers are FAC (Federal Acquisition Certification) certified but GSA regions moved more senior people to the top projects. It is not a requirement to have all managers certified but PBS does have certified project managers for the major contracts/projects.

Reference The presentation continued by the speakers and _____ identified several websites/reference sources on the ARRA for use by FRPAG members:

- GSA advertises all contracting opportunities on: www.FedBizOpps.gov
- Information on GSA's Recovery Act activities can be found on: www.gsa.gov/recovery
- Recovery Act questions (not found on the above sites) can be directed to:
IndustryRelations@gsa.gov
- The government's Recovery Act-related work is tracked on: www.recovery.gov

The speakers wrapped up the roundtable and attendees were advised that a copy of the PBS ARRA presentation used by the speakers would be made available to the FRPAG members (a copy was subsequently provided electronically to members). A copy is also included with these meeting notes.

3. Wrap Up - FRPAG

_____ summarized some of the important comments, concerns or issues raised from the roundtable presentation and Q&A:

- Issues of renovated buildings being appraised higher in future - agencies will need more funds for this.
- Performance plan for ARRA projects -- is needed.
- Minimization of construction impact on daily operations of agency/employees is a concern.

Federal Real Property Advisory Group (FRPAG)

___ concluded the roundtable meeting, thanking all the attendees and speakers for participating in this special FRPAG meeting roundtable on the ARRA.

Action Items:

- For information on Building Information Modeling (BIM), contact _____, _____, _____, Public Buildings Service, GSA, email: _____
- Check the following websites/reference sources for more information regarding the ARRA and related activities:
 - GSA contracting opportunities: www.FedBizOpps.gov
 - GSA's Recovery Act activities: www.gsa.gov/recovery
 - Recovery Act questions (not found on the above sites) can be directed to: IndustryRelations@gsa.gov
 - The government's Recovery Act-related work is tracked on: www.recovery.gov
- Contact GSA if your agency would like to volunteer to sponsor and host a FRPAG meeting or propose a topic for a future FRPAG meeting.

Attachments

- List of Attendees
- PBS ARRA slide show presentation

Federal Real Property Advisory Group (FRPAG)

June 18, 2009 FRPAG Meeting – Attendees List

Agencies:

Administrative Office of the U.S. Courts

Agency for International Development

Department of Agriculture

Department of Commerce

Department of Defense

Department of Health and Human Services

Department of the Interior

Department of Justice

Department of the Treasury

Department of Veterans Affairs

GSA Office of General Counsel

GSA _____

GSA Public Buildings Service

Social Security Administration

Others:

Graphic Systems, Inc

Federal Real Property Advisory Group

MEETING NOTES

February 26, 2009

1. Welcome and Introductions: _____, _____ for the _____ with the General Services Administration's (GSA) Office of Governmentwide Policy (OGP), welcomed everyone to the first Federal Real Property Advisory Group (FRPAG) meeting of 2009. In ___ opening remarks, _____ indicated ___ wanted to get comments from the attendees on the new Stimulus package (American Recovery and Reinvestment Act of 2009 (ARRA)). Attendees introduced themselves around the room in the American Institute of Architects' Headquarters Building Boardroom. There was a large turnout with 49 attendees from 20 federal agencies and departments. A list of attendees is included at the end of these notes.

2. Roundtable Discussion: The first item on the program was the Roundtable Discussion on Real Property Issues, moderated by _____, GSA _____ . The Roundtable addressed Administration top issues of accountability, transparency, citizen-access and greening the Government with the topics of GSA's Real Property Relocation Program, the Policy Change Management Model and Sustainable Development.

- _____ with the _____ in GSA's Public Buildings Service (PBS), opened with a presentation on real property relocation funding options; which are paid from the sale of the previously occupied building. ___ said that, where applicable, no McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) reviews were required and that PBS can help with other relocation services, as well. _____ cited use of PBS' services on a U.S. Coast Guard project downsizing from 100 housing units to 15 housing units at a closer location to the required basing. The sale of the 100 units provided funds to acquire the new units.

Questions/Comments:

- _____ (Department of Homeland Security) – Is this concept similar to a home equity loan? What if there is no equity in the property? Answer: _____ advised that you need to have equity in the property for it to work. PBS can find equity value in many liability situations (where an agency does not believe a property has value). The target is a 2:1 return.
- _____ (Naval Facilities Engineering Command) said ___ had used the program and highly encouraged its use. The Navy used this program successfully when working on a property in San Bruno, CA. PBS will advance funds before the sale of the property. The Navy was also able to use the relocation funds for a U.S. Marines Corps (USMC) improvement of facilities – even though the USMC was not moving from the San Bruno facility. Any net (left over) funds went back to the Navy.

- _____ (Department of Agriculture) asked how much authority does PBS have to allow the land holding agency to retain funds? Answer: If the agency has authority, it applies in this instance.
- _____ (Department of Justice) asked if returning funds to agencies did not constitute augmentation of appropriations. Answer: Not in this instance, because they are using funds considered as part of the asset.
- _____ (Department of the Treasury) asked the following questions:
 - Does Congress get involved in the move? Answer: _____ indicated it rarely happened; GSA works with various congressional aides to ensure that they are informed.
 - How long does the process take? Answer: It can take eighteen months or more.
- _____ (Department of Commerce - National Oceanic and Atmospheric Administration (NOAA)) inquired:
 - Is there funding for studies to see if this will work or not? Answer: Yes. There is no charge for the concept study, and any detailed studies are paid for from the proceeds of the sale.
 - How do you deal with the McKinney-Vento Act? Answer: Funds are used to conduct a study (OMB Circular A-94 analysis) to determine whether homeless requirements apply. A property is not considered “excess” in the usual sense if there is still a need for the function, but in a different location.
 - Question: Has the Department of Housing and Urban Development been involved in the opinion on economically excess? Answer: Yes, it has.
- _____ (Department of Commerce - NOAA) asked: How do you get funding (appropriation)? Answer: the relocation law allows the purchase of the target property – you are trading one asset for the other.

- _____ of OGP’s _____ then addressed using the Policy Change Management Model (PCMM) to improve accountability and transparency with their online tools. ___ reported on the onsite demonstration conducted for the Department of Health and Human Services and offered to demonstrate the PCMM at agency locations on request (contact _____ at _____). The PCMM will also be presented at the March FAMA (Federal Administrative Managers Association) meeting (now completed). It will also be demonstrated at the June GSA Expo in San Antonio, TX. _____ also invited those who wanted to use the Subject Matter Expert Board of the PCMM to contact ___.

A comment was made that GSA should email notices about the PCMM to agencies. _____ indicated that they sent some out but will do more. Also, if any agency has a newsletter or other forum, we encourage you to please list the PCMM.

_____ asked all to let ___ office know if your agency has any forums at which you would like the PCMM demonstrated.

- Finally, _____ of OGP’s _____ discussed directives from Executive Order (EO) 13423 and presented the Department of the Army’s 2007 sustainability report – the first in the government to use the Global Reporting Initiative’s (GRI) reporting framework. Many major corporations and public and private organizations around the world use the GRI, including Dell, Ford Motor Company, General Motors, Hewlett-Packard and Microsoft. The report is available at the Army Environmental

Policy Institute (<http://www.aepi.army.mil/>). For more information, contact

_____, _____, at _____

Questions/Comments:

- _____ (Department of the Treasury) observed that this (roundtable) could have been a discussion of the new ARRA. GSA is getting funding while other agencies are not. Response: Different agencies have different priorities. Some agencies are using funding per previous plans. _____ also observed that the Federal Real Property Profile (FRPP) could be used to allocate ARRA funding by the "Condition Index" data element in the FRPP report.
- _____ (Department of Justice) Question: This report is very detailed. Does OMB scoring reflect these issues in detail? Answer: Currently, only the Guiding Principles for High Performance and Sustainable Buildings are applied in a "Red, Yellow, Green" scale. _____ of OGP said that a "Sustainable" data element has been added to the FRPP that lists the number of buildings that are relevant to EO 13423 and how many satisfy that EO. Its use is optional this year and mandatory in following years.
- _____ (Department of Commerce - NOAA) questions:
 - Is GSA going to use this tool (Global Reporting Initiative)? Answer: That would be nice, but I (_____) am not aware of any effort to do so.
 - Are any agencies using GRI? Answer: _____ responded no (meaning not to the best of ___ knowledge).

_____ closed by thanking the presenters and reminded all that the PCMM will assist on the Administration's goal for using collaborative technical tools.

3. Panel Presentation: Meeting Agency Mission Needs in Time of Health Emergencies and Potential Terrorist Threats:

_____ then introduced the Panel Chair _____, of OGP's _____, who then introduced the following Panel experts (please see the attached slide shows used for the presentation for more information):

- _____, _____ Department of Labor (DOL), spoke on "Pandemic Influenza Preparedness." Telework Is DOL's key strategy for avoiding shutting down during a pandemic. It facilitates strategies like social distancing and sustains DOL's ability to fulfill its mission and deliver services in almost any type of emergency. They have also found that this approach contributes to increased acceptance of telework as a viable option for workers, in general.

Among their tools is a counter measure calculator, that can be requested (from _____) by FRPAG members, which determines occupational exposure risk, potential personal protective equipment (PPE) requirements, identifying employees whose risk can be controlled through telework and other measures; or whose functions can be "suspended" during the emergency.

- _____, _____, Department of Labor, described how telework was incorporated in Continuity of Operations (COOP) planning training last year. Under lessons learned, _____ noted that:
 - IT (information technology) capacity testing is important on a large scale,

- Standard operating procedures, accountability, productivity and communication strategies are essential for success,
 - Keeping union leaders in the communication loop builds trust and support, and
 - Employees who have never teleworked will not be successful in an emergency.
- The last presentation was by _____, _____ presentation, "The Future Of National Catastrophic Planning," included discussion of the new National Emergency Communications Plan, whose interoperable communications technology system has a built in mobile and deployment potential as a resource which can become operable immediately. Congress has made this available at state and local levels. An "Interoperable Communications White Paper" by _____ is available on request to _____.

Questions/Comments:

- For Catastrophic Plan information, contact _____ or _____, or call _____.

_____ thanked the panel for a very enlightening presentation that reminded us that planning for work needs must also take into account family needs.

4. GSA _____ Initiatives: _____ next introduced the _____ for the _____ (Office) who provided updates on major Office initiatives.

A. Asset Management: _____, _____, briefed the group on the status of the Federal Real Property Profile (FRPP) as it accomplishes the objectives outlined in Executive Order 13327, "Federal Real Property Asset Management," and FRPP security. _____ announced that the Annual Report for fiscal year (FY) 2008 would be out in June, with more analysis and performance measures on the state of real property.

Problems remain with agencies still trying to come to grips with data. All agencies are being encouraged to submit, but only the 25 CFO (Chief Financial Officer) Act federal agencies will be used for annual comparative analyses.

Transparency is an important issue to the Administration. Unfortunately, for security reasons, FRPP data is not shared with the public, except in summary form. That format is now available. We are waiting for further direction and will report to you when it is received. An on-line copy of the summary report can be accessed at www.gsa.gov/realpropertyprofile.

B. Performance Measurement: _____, updated FRPAG attendees on the Cost per Person Model (which is free to agencies), which can be used for analysis of telework or for relocation (available at www.gsa.gov/cppm); and the GSA Achievement Award for Real Property Innovation Program. GSA is considering holding the next Award Program ceremony after a FRPAG meeting. _____ office will be sending FRPAG members a survey concerning agencies' implementation of the best practices from the Award Program. The Call for Entries is being distributed starting in March. All agencies are encouraged to apply. Cash

awards are provided to the winners. Check out <http://www.gsa.gov/realpropertyawards> for more information.

C. Regulations Management: _____, _____, briefed the group on ___ division's latest Federal Management Regulations (FMRs), legislative program initiatives, and publications.

Regulations Management Program: During the first quarter of FY 2009, FMR Amendment 2008-08, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, and, FMR Bulletin 2009-B1 (which further explains the amended policy) were issued. During FY 2009, the office will be making updates on FMR Real Property Policies, including Parts 102-71 to 83. A kick-off meeting was held on December 4, 2008, with the PBS working group that will be working on the updates for various subparts of Part 102-74, Facility Management.

Other planned actions in FY 2009 include:

- FMR Amendment on Delegation of Authority to Perform Ancillary Repair and Alterations Work in Federally Owned Buildings Under the Jurisdiction, Custody or Control of the General Services Administration (*now published in the Federal Register on March 24, 2009*),
- FMR Guidance for Public Access Defibrillation Programs in Federal Facilities,
- FMR Bulletin on Guidelines for Telework Centers,
- FMR Bulletin on Guidance for Telework & Personal Information on Employee Dependent Care Arrangements, and,
- FMR Bulletin on Announcing the FY 2008 Federal Real Property Profile Summary Report.

Over 397 legislative items were reviewed during FY 2008. During the 110th Congress, three bills were introduced related to Real Property Reform, but Congress adjourned without enacting any of them. At this time, we do not know whether the 111th Congress and the new Administration will be proposing any new Real Property Reform Legislation.

Policysite Newsletter: In October 2008, the Special Edition Best Practices edition, which featured the best practices entries for Sustainability and Asset Management submitted for the annual GSA Achievement Award for Real Property Innovation, was published. It is available at www.gsa.gov/realpropertynewsletters. The next Policysite issue, to be published in June, will focus on the theme of "Asset Management and Alternative Workplace Arrangements (AWA)," and cover leading public and private, local and international trends, initiatives and technologies related to AWA and telework.

Real Estate and Workplace Contacts Directory: FRPAG members will be contacted to update their information in the Directory.

5. FRPAG Meeting Wrap-up: _____ wrapped up the meeting and thanked everyone for attending. ___ also reminded everyone that the next FRPAG meeting is set for September 2009, although a special meeting on the American Recovery and Reinvestment Act may be scheduled in the interim.

We would also like to have your suggestions of topics for the Advisory Group to address. Please send your suggestions to _____ at _____

Action Items and Dates to Remember:

- Pandemic Planning "Counter Measure Calculator" can be emailed to FRPAG members; if you would like one, contact _____ at _____
- FRPAG members can request the "white paper" on Catastrophic Planning from _____ if you would like one (_____ or _____).
- Submit your asset management/sustainability best practice entry to the 2009 GSA Award Program; visit www.gsa.gov/realpropertyawards for entry information.
- Contact GSA if your office or agency would like a demonstration of the PCMM.
- If you would like to be a PCMM Subject Matter Expert (SME), please contact _____ on _____.
- GSA will send out more email notices about the PCMM; please let us know if you do not receive any.
- Check out the GSA Expo 2009, in San Antonio June 9-11 where the PCMM will be demonstrated. GSA Expo 2009 is a free training conference and vendor exposition specially designed for federal, state and local government employees and military members who manage programs or influence and make acquisition decisions.
- Look for the FRPP Annual Report due out in June.
- FRPP security status changes will be reported to FRPAG members when available.
- Real Property POLICYSITE newsletter on alternative work arrangements/telework theme will be available in June and mailed to FRPAG members.
- FRPAG members will be contacted for updated contact information for the Real Property Contacts Directory for FY 2009.
- Contact GSA if your agency would like to volunteer to sponsor and host a FRPAG meeting.

Attachments:

- Pandemic Slide Show
- Catastrophic Planning Slide Show

February 26, 2009 FRPAG Meeting – Attendees List

Administrative Office of the U.S. Courts

Department of Agriculture

Department of the Air Force

Department of Commerce

Department of Defense

Department of Energy

Department of Health and Human Services

Department of Homeland Security

Department of Justice

Department of Labor

Department of the Navy

Department of State

Department of Transportation

Department of the Treasury

Department of Veterans Affairs

GSA Office of General Counsel

GSA Office of Governmentwide Policy

GSA _____

GSA Public Buildings Service

Naval Facilities Engineering Command

Office of Personnel Management

Social Security Administration

**Washington Headquarters Service
(DOD)**

Others:

**Catastrophic Planning & Management
Institute**

ERG

Graphic Systems, Inc

Human Mosaic Systems

Federal Real Property Advisory Group

MEETING NOTES

September 16, 2008

1. Welcome and Introductions: _____, _____ for the _____ with the General Services Administration's (GSA) Office of Governmentwide Policy welcomed the members to the second bi-annual Federal Real Property Advisory Group (FRPAG) meeting. The attendees introduced themselves around the room in the American Institute of Architects' Headquarters Building Boardroom. There was a large turnout with 44 attendees from 16 Federal agencies and departments. A list of attendees is included at the end of these meeting notes.

As _____ for FRPAG, _____ directed the audience's attention to a letter found in each attendee's meeting folder handout from the _____ of GSA, _____, to the Advisory Group, thanking all the members for their support of FRPAG. _____ was the first _____ for FRPAG and _____.

2. What's New in PBS: _____ introduced the meeting's first speaker, _____, who is the _____ of the _____ with GSA's Public Buildings Service (PBS). _____ opened _____ presentation with the announcement of the recent designation of _____ as the GSA _____, by the _____. _____ supports collaborative groups such as the FRPAG, as well as collaboration across the government on issues such as best practices, with a focus in areas including:

- Customer Service,
- Presidential Transition,
- Energy and Safety, and
- Emergency Response.

_____ went on to provide an overview of PBS, its portfolio of real property assets and PBS' major customer agencies. _____ addressed recent events or issues including the Energy Independence and Security Act of 2007 (Act) and the new GSA

_____ created by the Act, with _____ as the _____. _____ also mentioned PBS' new "Green" Lease guidelines (specifically, GSA PBS' Realty Service Letter, named "Green Lease Policies and Procedures for Lease Acquisition," signed December 27, 2007) and the expanded schedules that include the following areas:

- Existing Fit-Out (furnishings installation), Salvaged, or Re-Used Building Material,
- Indoor Air Quality During Construction,
- Recycled Content Products (Comprehensive Procurement Guidelines),
- Environmentally Preferable Building Products and Materials, and

- Janitorial Services.

For more detailed information on the "Green" Lease guidelines, please go to www.gsa.gov/leasing, click on "Realty Policy and Tools," then "Realty Service Letters," and then "New Since July 26, 2007" to access the guidelines.

_____ stressed how PBS supports the Federal Real Property Council (FRPC) and its activities and the implementation of Executive Order 13327, Federal Real Property Asset Management. _____ mentioned several new efforts regarding the FRPC's Asset Management Committee: the FRPC strategic plan, and the enhanced Federal screening process for disposition of properties.

If FRPAG members are interested in the FRPC strategic plan, the PBS contact is

_____, _____, _____, _____, on _____, _____, _____, _____, on _____.

_____ handed out copies of a PBS publication entitled "State of the Portfolio – FY 2007" (which describes PBS' efforts towards improved performance of its portfolio of 352 million rentable square feet in 8,619 assets across all 50 states, territories, and Washington, DC).

To access an electronic copy of the publication, you can go to www.gsa.gov/pbs, and click on "Office of Real Property Asset Management," and then "State of the Portfolio FY 07."

Questions and Answers (Q&A): Following _____ presentation, _____ entertained a question from _____ about whether the first bi-annual Energy Independence and Security Act Report had been generated yet. _____ indicated that the report had not been generated yet and that it was a big challenge. PBS is working with the Department of Energy and trying to acquire the resources needed to properly write the report.

_____ also inquired as to whether _____ could tell the attendees about the expanded schedule for "green-friendly" items on the GSA website. _____ advised that the customers wanted to be able to order the items directly off schedule and PBS agreed to let them do that for small repair & alteration projects. PBS did this to assist its customers and meet their needs.

3. Succession Planning: Next, _____ introduced _____ who is the _____ of the _____ with the Office of Personnel Management (OPM). _____ shared with the group a slide presentation on succession planning.

_____ presented some succession planning fundamentals, using OPM's own succession planning challenges as an example of a workforce analysis that considers the current and future state of an organization.

Overall, succession planning includes the following important elements:

- The ability to manage an organization's workforce in a proactive manner,
- Targeted at mission critical occupations as well as key leader positions,
- Determines skill and leadership gaps (current and future), and
- Drives well-developed, reasoned recruiting, retention and shaping strategies.

_____ included many interesting statistics about the Federal workforce, such as the fact that most of the core occupational series have workforces whose averages age is 53. How do we use statistics such as this to our advantage to attract and retain new young talent? Having a plan for next year is fine, but it is more imperative that we look beyond that time frame.

___ commented that there is great potential for agencies to seek out and hire applicants not only at the top academic grade level (4.0 GPA (grade point average)), but also to seek applicants with qualifications at other academic grade levels too. There are potentially untapped sources of candidates qualified for Federal employment needs at diverse academic levels.

Another important point _____ highlighted was to have a "pipeline" (from a lower school level, such as middle school or high school) set up to provide potential candidates for future job specialties, such as "green" (e.g., sustainable or environmental backgrounds) oriented professions.

Q&A: After the presentation, there were several questions. The Administrative Office of the U.S. Courts' _____ commented whether employees quitting the Federal government was a bad thing and was it known why the employees quit? _____ indicated that this issue is something that we want to get the answer for. Regarding whether the private sector market attracted these employees because an agency was not paying enough, _____ replied that these are good questions that one needs to answer for their respective agency. Sometimes an agency oversells a certain position and thus that position was not what the new employee was expecting.

As an example, _____ mentioned one agency that hired a group of aerospace engineers for what appeared to be an opportunity to work on a new type of military jet plane. The group of engineers ended up just reviewing contracts – rather than actually working on the development of the plane. Thus the employment situation was not what the employees expected and they quit government service.

GSA's _____ remarked that GSA used to have a training program for architects and engineers that helped them obtain professional registration and then do in-house design or other related work. However, now almost all design work has been contracted out and there is no way to get that experience that applicants seek, so we do not get young professionals coming to work for us as we did in the past. _____ indicated that although ___ is not familiar with this practice at GSA, ___ would expect that over time, the pendulum would swing back the other way and the reliance on contractors would decrease.

_____ also indicated to the FRPAG members that OPM is available to the members for consultation on the succession planning issues raised in the presentation.

For more information on _____'s presentation, please refer to the attached presentation "Succession Planning."

4. Presidential Transition: Following the break, _____ introduced _____ who is the _____ for the GSA Office of the Chief Human Capital Officer. ___ presented on behalf of GSA's _____ and _____, _____.

___ outlined GSA's unique role in the Presidential transition under the Presidential Transition Acts of 1963 and 2000, including new emergency/security requirements, and identified transition resources inside and outside the government.

As part of this role, GSA's Team promotes the orderly transfer of the executive power in connection with the expiration of the term of office of a President and the inauguration of a new President. The Team renders support in various areas to the President-elect, Vice President-elect and the Presidential Inaugural Committee. The Team's two major goals are to help ensure continuity of public services during the transition to the new Administration and to help current non-career employees exit successfully.

Q&A: Following ___'s presentation there were several questions. The Administrative Office of the U.S. Courts' _____ inquired as to where the transition staff is being housed. ___ advised that they could not give out the specific address, however the staff is located in leased space in Washington, DC. Another inquiry came from _____ regarding what is the most asked question by a new high-level political employee. ___'s response indicated that no questions have yet been asked at that level.

For more information on the Presidential transition, please refer to the attached presentation "2008-2009 Presidential Transition." There is also extensive information available on the GSA website "2008 Presidential Transition." You may access this information by going to www.gsa.gov, and then click on "Presidential Transition."

Also, if FRPAG members have questions about the transition, they may contact _____ GSA's _____ and _____, at _____

5. GSA _____ Initiatives: _____ next introduced the _____ for the _____ (Office) who provided updates on major Office initiatives.

A. Asset Management: _____, _____, briefed the group on the status of the Federal Real Property Profile (FRPP) as it accomplishes the objectives outlined in Executive Order 13327, "Federal Real Property Asset Management."

The next reporting year, fiscal year (FY) 2008, for the FRPP has begun. For FY 2008, there is an additional data element for sustainability - increasing the total number of data elements to 25. The sustainability data element is optional for FY 2008 and mandatory for FY 2009. The final date for agencies to input their FY 2008 data into the FRPP is December 15, 2008.

_____ also advised the group that the "FY 2007 Federal Real Property Report" has been available since May 2008. An on-line copy of the summary report can be accessed at www.gsa.gov/realpropertyprofile.

B. Performance Measurement: _____, _____ for the _____, briefed the group on major initiatives for ___ division.

The Worldwide Workplace Web (W4): As a member of W4, an international forum of public sector real property professionals, GSA is hosting the next W4 annual conference in Chicago, IL, in June 2009. The W4 conferences introduces participants to real property experts and best practices from around the world. GSA's planning team is working with a select group of W4 members to develop the agenda which will include a showcase of GSA's Chicago region (Great Lakes Region). The dates for the conference are June 7-12, 2009.

Telework - "GSA Challenge" Policy Highlights: This past spring, GSA issued and implemented the "GSA Challenge," an aggressive new telework program policy. The policy is based on GSA's former _____ pledge to lead by example. Here are a few highlights of that policy:

- Supports the broadest possible use of telework by eligible agency employees, including supervisors, managers, and executive leadership,
- All eligible employees must be provided the opportunity to telework to the maximum extent possible without diminished employee performance or diminished organizational efficiency and/or effectiveness, and,
- All employees sign a telework agreement.

The entire agency will be given the opportunity to participate in some form of telework, regular or situational, depending on eligibility and job circumstance; thus, GSA will be optimally telework-ready for any emergency (agency or employee) and for optimal flexibility for improved quality of worklife, recruiting and retention, and/or other telework benefits.

Telework Legislation: Two very important telework bills, the House of Representatives bill, HR 4106 (Telework Improvements Act of 2008) and the Senate bill, S1000 (Telework Enhancement Act of 2007) did not pass during the current Congressional session and will be reintroduced in January 2009. The bills are similar but contain different significant elements: the House version is more aggressive programmatically (mandates telework for eligible employees and defines eligibility; gives GSA a great deal more authority); the Senate version includes a required role for the Office of Management and Budget, gives GSA additional authority, and includes a telework/travel expense policy GSA submitted.

GSA Achievement Award for Real Property Innovation: This annual program recognizes an agency's projects and processes that improve their real property asset management. GSA focuses on two program areas for the Award program, which are asset management and sustainability. The Award program is in its twelfth year and will again feature cash awards for the two top winning entries.

GSA received numerous entries this year which were reviewed by an independent jury panel of industry experts. GSA recognized this year's winners at the Awards program ceremony on October 14, 2008, at the American Institute of Architects' (AIA) Headquarter's Building in

Washington, DC. Contact Award _____ at _____, for more information.

The Award program winning entries include the following entries and categories:

- **ASSET MANAGEMENT**

WINNER

- Roof Asset Management Program (RAMP)
U.S. Department of Energy, National Nuclear Security Administration

FINALIST

- Construction Operations and Building Information Exchange (COBIE)
U.S. Army Corps of Engineers
- Design Excellence Program/National Register of Peer Professionals
U.S. General Services Administration, Public Buildings Service (PBS)
- TSA Real Estate – Continuous Improvement Program
U.S. Department of Homeland Security, Transportation Security Administration (TSA)

HONORABLE MENTION

- DOT's President's Management Agenda Real Property Team
U.S. Department of Transportation (DOT)
- Associate Training
U.S. General Services Administration, PBS Heartland Region
- Energy Savings through Use of Electrical Timers
U.S. General Services Administration, PBS Great Lakes Region

- **SUSTAINABILITY**

WINNER

- New San Francisco Federal Building
U.S. General Services Administration, PBS Pacific Rim Region

FINALIST

- Retro-Commissioning Lite – Reaching the Energy Target
U.S. General Services Administration, PBS Mid-Atlantic Region

HONORABLE MENTION

- Denver Federal Center – One Megawatt Solar Park
U.S. General Services Administration, PBS Rocky Mountain Region

C. **Regulations Management:** _____, _____, briefed the group on ___ division's latest regulations (Federal Management Regulations (FMRs)), legislative program initiatives, and publications.

Regulations Management Program: In this area, the division is embarking on many new initiatives, and completing some that have been ongoing. During FY 2008, the following regulations and guidance have been or will be issued:

- **FMR Bulletin 2008-B1**, Delegations of Lease Acquisition Authority-Notification, Usage and Reporting Requirements for General Purpose, Categorical, and Special Space Delegations, was published in the Federal Register on November 19, 2007.
- **FMR Amendment 2008-02**, Delegated Leasing Authority, Real Property Policies Update, was published in the Federal Register on January 14, 2008.
- **FMR Amendment 2008-01**, Annual Real Properties Inventories, Real Property Policies Update, was published in the Federal Register on January 14, 2008.
- **FMR Bulletin 2008-B2**, Real Property Federal Asset Sales, was published in the Federal Register on April 17, 2008.
- **FMR Bulletin 2008-B3**, Use of Segways® and Similar Devices by Individuals with a Mobility Impairment in GSA-Controlled Federal Facilities, was published in the Federal Register on January 7, 2008.
- **FMR Bulletin 2008-B4**, Locating Federal Facilities in Rural Areas, was published in the Federal Register on January 29, 2008.
- **FMR Bulletin 2008-B5**, Real Property Asset Management Guiding Principles, was published in the Federal Register on August 8, 2008.
- **FMR Bulletin 2008-B6**, POW/MIA Flag Display, was published in the Federal Register on June 10, 2008.
- **FMR Bulletin 2008-B7**, Federal Management Regulation; Federal Real Property Report, was published in the Federal Register on August 13, 2008.
- **FMR Bulletin 2008-B8**, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, is targeted for publication in the Federal Register in September 2008. This bulletin cancels and replaces in its entirety FPMR Bulletin D-245, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, published in the Federal Register on October 20, 1997.
- **FMR Amendment 2008-03**, Tobacco Smoking, Real Property Policies Update, is targeted for publication in the Federal Register in September 2008. This FMR amendment eliminates the exception for smoking rooms and prohibits smoking within 25 feet of courtyards, doorways and air intakes in GSA-Controlled Buildings and those under a delegation issued by GSA.

Note: The above FMR Bulletin and FMR Amendment concerning tobacco smoke is anticipated to be issued during the first quarter of FY 2009.

Police Change Management Model (PCMM): The first web-based Self-Assessment Questionnaire on FMR 102-75, Real Property Disposal, FMR 102-72, Delegation of Authority, and FMR 102-73, Real Estate Acquisition, is complete. The participation in the PCMM Self-Assessment Questionnaire by our customer agencies was 20 percent higher than the set goal.

The Subject Matter Expert (SME) forum is now open. There are over 25 Subject Matter Experts from ten different agencies, including GSA's Public Buildings Service and _____, who will answer questions from real property professionals from all across the government. Users of this forum must have log-in credentials. You may contact _____ at _____ if you would like to participate in the SME forum.

The recently opened FMR Reference area of the PCMM allows Federal real property professionals across all agencies easy access to Federal Management Regulations, guidance, bulletins, laws, and executive orders by subject matter area. The PCMM web portal address is <http://pcmm.gov>.

Legislation Program: During this 110th Congress, three bills were introduced related to real property reform. The latest bill, approved by the House of Representatives (House) on May 21, 2008, is H.R. 5787, the Federal Real Property Disposal Enhancement Act of 2008, a bill to enhance authorities with regard to real property that has yet to be reported excess, and for other purposes. The bill would increase incentives for the Executive agencies to dispose of real property by addressing two key obstacles to real property disposal, which are the upfront costs of preparing property for sale, and allowing agencies to retain the net proceeds from the sale of the agencies' real property. On April 7, 2008, the Senate Committee on Homeland Security and Governmental Affairs reported an amendment in the nature of a substitute on the Senate Bill, S.1667 – Federal Real Property Disposal Pilot Program, introduced in June 2007. However, there has been no action on its companion bill in the House, H.R. 3049 introduced in July 2007. These bills would establish a five-year Federal Real Property Disposal Pilot Program to expedite the disposal of excess, surplus, or underutilized real property and codify and expand Executive Order 13327.

In addition, as part of the division's ongoing responsibilities to review proposed legislation to determine its impact on Federal real property asset management, ___ office received and reviewed over 351 legislative items to date in compliance with OMB Circular A-19 legislative clearance during FY 2008.

Polycysite Newsletter: In July, the premiere edition of the Real Property Polycysite Newsletter for 2008 (the 33rd edition of Polycysite) was published. The theme was "The Future is Now: Sustainability and Asset Management."

The division also published the Best Practices Special Edition of the Polycysite Newsletter for the October 14 ceremony for the GSA Achievement Award for Real Property Innovation, featuring the best practices entries for sustainability and asset management submitted for the Award program. You may access all Polycysite newsletters on the web at: www.gsa.gov/realpropertynewsletters.

6. FRPAG Meeting Wrap-up: _____ wrapped up the meeting and thanked everyone for attending. ___ also reminded everyone that the next FRPAG meeting is set for February 2009.

As a reminder, member agencies are encouraged to volunteer to sponsor and host a meeting. At the next meeting, we will discuss the top FY 2009 challenges and issues that the members would like to address. Therefore, we would like to have your suggestions of topics for the Advisory Group to address. Please send your suggestions to _____ at _____.

Action Items and Dates to Remember:

- Contact us with your feedback about future FRPAG meetings, any issues you would like us to address in FY 2009, or if your agency would like to host a FRPAG meeting in the future.
- Look for your copy of the Best Practices Special Edition Polycysite Newsletter that was just released in October 2008. Please contact our office at _____, if you are not on our maillist.
- December 15, 2008 is the final date for agencies to input their FY 2008 data into the Federal Real Property Profile.
- If you have questions regarding Federal real estate, join the Subject Matter Expert (SME) forum of the Policy Change Management Model (PCMM). Contact _____, to gain access to the forum.
- Use the PCMM web portal - <http://pcmm.gov> - for easy access to Federal Management Regulations, guidance, bulletins, laws, and executive orders by subject matter area.
- Mark your calendars for the next FRPAG meeting which is set for February 2009. We will announce the exact date and location later.
- FRPC activities and PBS contacts: Contact _____, _____, _____, _____, in PBS, on _____, to participate in FRPC's strategic plan, and contact _____, _____, _____ on _____, regarding the Federal screening process.

Attachments:

- GSA _____ "Thank You" letter to FRPAG members
- GSA PBS' Realty Service Letter, "Green Lease Policies and Procedures for Lease Acquisition," December 27, 2007.
- Succession Planning Slide Presentation
- 2008-2009 Presidential Transition Slide Presentation

September 16, 2008 FRPAG Meeting – Attendees List

Administrative Office of the U.S. Courts

Central Intelligence Agency

Department of Agriculture

Department of Commerce

**National Oceanic and Atmospheric
Administration**

Department of Defense

Department of Health and Human Services

**Department of Housing and Urban
Development**

Department of Labor

Department of State

Department of the Interior

Department of the Navy

Department of the Treasury

GSA Office of the Chief Human Capital Officer

GSA Office of General Counsel

GSA Office of Governmentwide Policy

GSA _____

GSA _____

GSA _____

GSA Public Buildings Service

Office of Personnel Management

Social Security Administration

Others:

ERG

Graphic Systems, Inc.

Federal Real Property Advisory Group (FRPAG)

MEETING NOTES

February 27, 2008

1. **Welcome and Introductions:** _____,
_____ for the General Services Administration's (GSA) Office of Governmentwide Policy (OGP) welcomed the members to the February 27 FRPAG meeting in the Boardroom of the American Institute of Architects' Building. The attendees introduced themselves for the first Advisory Group meeting for FY 2008. There was a large turnout with 44 attendees from 18 agencies and departments. A list of attendees is included at the end of the FRPAG meeting notes.
2. **Introduction of New FRPAG** _____: _____ introduced the new FRPAG _____ for GSA, _____ who is the _____ for the _____, GSA OGP.
3. **New FRPAG** _____: _____ greeted the group, briefly sharing _____ background and new role as FRPAG _____. _____ gave an overview of topics covered at the last FRPAG meeting.
4. **Telework Initiatives and Policies that Enhance the Greening of the Federal Workplace:** _____ then introduced _____ who is a _____ currently with the _____ in the Office of Management and Budget (OMB). _____ began with covering _____ background that included _____ with OMB, with the _____ and for the _____ and now with OMB's _____. In 1999 and 2000, _____ was involved with _____ and others in GSA's Office of Governmentwide Policy in developing the Property Act reform proposals that ultimately led to E.O. 13327 on Federal Real Property Asset Management.

_____ then addressed two legislative proposals that _____ was involved with last year.
 - U.S. Patent and Trademark Office (USPTO) Proposal – In the first proposal which dealt solely with USPTO, the agency wanted a non-standard Alternative Workplace Arrangement (AWA), with a more traditional work from home capability where the employee living around DC would go to the office once a week. However, the employee had to maintain DC as their duty station so the agency would avoid travel expenses.
 - GSA - Governmentwide Proposal – The next proposal dealt with a governmentwide travel policy "test" policy that authorizes agencies to deviate from the standard AWA.

An issue raised under the USPTO proposal was whether a teleworking employee working outside a duty station boundary for DC would receive "travel expenses" if required to come into the office once a week as USPTO planned.

As the possibility of a new administration approaches, _____ highlighted a new concept of a "Distributed Workforce" with a seamless incorporation of telework into the Federal environment

leading to a "Workplace of the Future." This would naturally allow for a better Continuity of Operations and Continuity of Government (COOP/COG) capability.

_____ concepts reenergizes how one thinks of the future of the workplace, the workforce and telework.

_____ thanked _____ for _____ presentation, highlighting the telework advantages that _____ had covered. _____ added that another advantage of telework is that it can help promote the very important effort of "greening" the Federal government.

5. **USPTO Innovative Telework Programs and Alternative Officing:** Next, _____ introduced _____ who is the _____ in the _____ with the U.S. Patent and Trademark Office (USPTO). _____ began with a slide presentation on telework at the USPTO.

_____ shared how the USPTO telework programs are successful partly due to the process they designed for pilot start-up and the comprehensive training element that is mandatory for each agency teleworker. USPTO surveys, conducts focus sessions and surveys more to ensure the successful rollout of each telework pilot. The Trademark Work at Home program, recognized as a telework leader in the Federal government, has been in effect for 10 years and has over 85% of its examining attorneys working from home 4 days a week. To date, the Patent Hoteling Program has deployed over 1000 examiners to work from home 4 days a week. Telework also enables the agency to have a viable plan for COOP in the event of a disaster.

USPTO currently have 17 formalized telework programs in place. In addition, they have several telework pilots in progress. In 2007, USPTO received an award from the Alliance for Work Life Progress and two awards from the Telework Exchange.

In closing, _____ shared a video produced by the USPTO on their telework program. For more information on telework at the USPTO, please refer to the attached presentation "Telework at the USPTO."

Questions After the presentation, there were several questions. The first question involved ... "How do managers manage employees and track productivity in this program?" In response, _____ indicated that:

- It lies with how managers manage people.
- USPTO's work is production driven.
- It is about performance measures.
- USPTO has a production schedule so it is easier perhaps to measure status of work.

Another question indicated that telework programs cost money. If an agency has no money to support telework, how would it deal with the needed budget? That is, where does an agency get funding for the starting up of a telework program?

In response, _____ provided several important points:

- Do a model to determine what you want telework to do for your business unit, such as save space, save time or reduce travel.

- Develop a Return on Investment (ROI) model for those goals within the business unit.
- Determine how much equipment is needed for a range of teleworkers.
- Also, USPTO would be happy to present a demonstration model to other agencies to assist them.

Another question addressed how asset management should be part of a telework strategy for the agency. That is, how can an agency handle space strategically, as an asset when implementing telework? _____ highlighted the factor that telework reduced the need for additional space when converting to telework.

_____ wrapped up the discussion on telework and added that it is a very powerful statement about telework when you can acquire additional employees without acquiring additional space.

6. **Emergency Planning and GSA's Role with the Federal Community:** Following the break, _____ introduced _____, a nationally recognized emergency management expert. _____ serves as the _____ and _____.

_____ presentation included a very informative slide show on emergency planning. In the past, COOP (Continuity of Operations), COG (Continuity of Government) and ECG (Enduring Constitutional Government) plans and programs were separate activities. The lessons we now have from catastrophic events demonstrate the need to reemphasize continuity as "good business practice" and to incorporate it into day-to-day planning to reduce vulnerability and ensure continuity.

_____ outlined how government functions are the collective functions of executive departments and agencies as defined by the Constitution, statute, regulation, presidential direction or other legal authority and the functions of the legislative and judicial branches.

_____ further identified:

- **Mission Essential Functions (MEF)** – the limited set of department and agency level government functions that must be continued throughout or resumed rapidly after a disruption of normal activities.
- **Primary Mission Essential Functions (PMEF)** – those department and agency mission essential functions, validated by the National Continuity Coordinator, which must be performed in order to support the performance of the NEF before, during and in the aftermath of an emergency.
- **National Essential Functions (NEF)** – represents the overarching responsibilities of the Federal Government to lead and sustain the Nation and shall be the primary focus of the Federal Government leadership during and in the aftermath of an emergency.

Regarding the role for GSA, _____ highlighted that it coordinates and facilitates seamless interoperability between agencies (e.g. common communications equipment). _____ added that it is the mission of the GSA Office of Emergency Response and Recovery (OERR) to accomplish this -- getting the word out to agencies (another role for GSA, in addition to its usual roles of buildings, supplies, etc.).

For more information on emergency planning, please refer to the attached presentation "Emergency Planning and GSA's Role with the Federal Government."

7. **"Going Green" in the Federal Environment:** _____ introduced _____ who is with the _____ in the Environmental Protection Agency (EPA). _____ is also the _____ for EPA's _____ and _____.

As part of _____ presentation on "Going Green" in the Federal Environment, ____:

- Addressed the Interagency Sustainability Working Group and whether attendees were aware of whom the representative is for their respective agencies.
- Covered EO 13423: Sustainable Design/High Performance Building Section 2(f), ...ensure that (i) new construction and major renovation of agency buildings comply with the Guiding Principles...set forth in the...Memorandum of Understanding.
- Mentioned the Whole Building Design Guide as a one-stop shopping place; it can be accessed at: **www.wbdg.org/sustainableEO**.
- includes Guiding Principles technical guidance.

-Regarding Sustainable Building Implementation Plans:

- Agencies' plans were due in August 2007 and are required by OMB.
- The plans can be standalone plans or part of an agency's Asset Management Plan (AMP).
- Includes a cross-functional team rather than just one person.

- _____ indicated that the OMB Environmental Stewardship Scorecard is important; some of the points ____ highlighted regarding the Scorecard included:

- Policies must be in place that require implementation of guiding principles for new, existing, and leased buildings.
- There are milestones for 2007 through 2015 to be aware of regarding the Scorecard.
- The Scorecard addressed data/proof required regarding the current percentage of inventory already meeting the guiding principles or LEED ratings.

_____ highlighted several aspects of _____ presentation, emphasizing the integration of security with sustainability, the Interagency Work Group, and the guiding principles affecting the existing buildings in the Federal inventory.

For more detailed information on "Going Green" in the Federal Environment, please refer to the attached presentation "From Sustainable Building Policy to Practice: Presidential Executive Order 13423."

8. **GSA** _____ **Initiatives:** _____ introduced the _____ who provided updates on major ____ initiatives.

A. **Asset Management:** _____
_____ briefed the group on the status of the Federal Real Property Profile (FRPP) as it accomplishes the objectives outlined in Executive Order 13327.

The “FY 2007 Federal Real Property Report” is due out in May/June 2008. You can access an on-line copy of the summary report at www.gsa.gov/realpropertyprofile.

B. Performance Measurement: _____
_____ briefed the group on major ____ initiatives.

The Best Practices GSA Achievement Award for Real Property Innovation: This program recognizes an agency's projects and processes that improve their real property asset management. GSA focuses on two program areas for the award program, which are Asset Management and Sustainability. This year's Award Program will again feature cash awards for the top winning entries.

Please note that the 2008 GSA Achievement Award for Real Property Innovation entry submission period has been revised and expanded from what was mentioned during the FRPAG meeting. It will now commence on **May 1, 2008**. All entries must be postmarked or electronically submitted to GSA by July 2, 2008. Look for the 2008 Call for Entries package and additional information on our website at gsa.gov/realpropertyaward.

The Cost per Person Model (CPPM): The CPPM enables users to benchmark and compute the cost per person for workspace, information technology, telecommunications, telework, and other alternative work environments. Check ____ website for more information or for a free copy of the CPPM at www.gsa.gov/cppmodel.

The Real Property Performance Results: Special Edition: GSA is developing a list of real property performance indicators and measures. They will provide a definition of these indicators and measures as well as provide examples on the use of these indicators.

For more information on _____ initiatives, you may refer to the attached presentation “ _____”

C. Regulations Management: _____
_____ briefed the group on the following latest ____ regulations, legislative program initiatives, and publications.

Regulations Management Program: In this area, the _____ is embarking on many new initiatives, and completing some that have been ongoing.

- **FMR Bulletin 2008-B1**, Delegations of Lease Acquisition Authority-Notification, Usage and Reporting Requirements for General Purpose, Categorical, and Special Space Delegations, was published in the *Federal Register* on November 19, 2007.
- **FMR Bulletin 2008-B3**, Use of Segways® and Similar Devices by Individuals with a Mobility Impairment in GSA-Controlled Federal Facilities, was published in the *Federal Register* on January 7, 2008.
- **FMR Amendment 2008-01**, Delegated Leasing Authority, Real Property Policies Update, was published in the *Federal Register* on January 14, 2008.
- **FMR Amendment 2008-02**, Annual Real Property Inventories, Real Property Policies Update, was published in the *Federal Register* on January 14, 2008.

- **FMR Bulletin 2008-B4**, Locating Federal Facilities in Rural Areas, was published in the *Federal Register*, on January 29, 2008. This FMR cancels in its entirety FMR Bulletin 2003-B1 published in the *Federal Register* on November 2, 2005 to ensure that agencies refer to 41 CFR 102-83.55 for the definition of rural areas.
- **FMR Bulletin 2008-B5**, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace, is being revised to replace FPRM Bulletin D-245, Protecting Federal Employees and the Public From Exposure to Tobacco Smoke in the Federal Workplace, published in the *Federal Register* on October 20, 1997.
- **FMR Bulletin 2008-B6**, POW/MIA Flag Display, is being revised to replace FPMR D-248, POW/MIA Flag Display published in the *Federal Register* on March 26, 1998.
- **FMR Bulletin 2008-B7**, Guidelines for Federal Telework Centers, is being developed to promote greater implementation of telework across Executive Departments and Agencies. A working group consisting of representatives from OGP, PBS, DOD, Commerce and the Center Directors are developing the Bulletin and it is targeted for publication by the end of FY2008.

Policy Change Management Model (PCMM): The _____ has made significant progress in the roll out of ___ Policy Change Management Model (PCMM). The PCMM Kickoff meeting and the agency training classes are complete. The PCMM Web Portal will soon be opened at its new address, <http://pcmm.gov>.

As ___ receives questionnaire responses from agencies, it will be analyzing this information so it can be included in the FMR Review and Evaluation Program. Due to the OMB focus on Real Property Disposal, ___ has moved up FMR – 102-75 in the questionnaire to FY 2008, and have moved 102-74 Facility Management to FY2009. The other two FMR's released in the FY 2008 questionnaire are 102-72 Delegation of Authority and 102-73 Real Estate Acquisition.

The next major event will be the opening of the Subject Matter Expert Discussion Forum. We expect to have this feature available during FY 2008. The agency participation in the PCMM has been outstanding. We look forward to receiving your agency feedback on how well we are serving our customers.

Legislation Program: During the 110th Congress, two bills were introduced relating to Property Reform. In the Senate, Senator Thomas R. Carper (DE) introduced in June 2007 S.1667, Federal Real Property Disposal Pilot Program and its companion bill in the House H.R. 3049, was introduced in July 2007 by Representative John J. Duncan (TN) and reported to Congressional Committees for action. The bills would establish a five-year Federal Real Property Disposal Pilot Program to expedite the disposal of excess, surplus, or underutilized real property and codify. It would also expand Executive Order 13327, Federal Real Property Asset Management. These bills incorporate OMB's pilot program proposed in Section 835 of the FY 2008 budget. Also, on November 14, 2007, Senators Lieberman and Collins introduced an amendment to these bills which would require enhanced McKinney-Vento Act screening of properties for use by the homeless, and review of the pilot program by the Government Accountability Office within 36 months.

In addition, as part of _____ ongoing responsibilities to review proposed legislation to determine its impact on Federal real property asset management, over 93 legislative items to date have been reviewed.

Policysite Newsletter: In June, ____ will publish the premiere edition of the Real Property Policysite Newsletter for 2008. As the 33rd Edition of Policysite Newsletter, this year's theme will be "Sustainability and Asset Management." The issue will focus on leading public and private, local and international trends, innovations, and technologies in the area of sustainable asset management. As always, this issue will be a collaborative effort with articles from GSA's Public Buildings Service, Canada's Public Works and Government Services Canada and other governments, as well as academia and private industry.

9. **Meeting Wrap-up**: _____ wrapped up the meeting, emphasizing that the next FRPAG meeting will be in September 2008. The Advisory Group is looking for volunteer agencies to sponsor and host a meeting. At the next meeting, we will discuss the top FY 2009 challenges and issues that the members would like to address. Therefore, we solicit your suggestions of topics for the Advisory Group to address.

Action Items and Dates to Remember:

- If your agency would like a demonstration model of the USPTO telework program, please contact _____.
- Send us your feedback about future FRPAG meetings, any issues you would like us to address either during the remainder of FY 2008, or for FY 2009, or if your agency would like to host a FRPAG meeting in the future.
- Look for the next Federal Real Property Profile (FRPP) report in May/June 2008. It will be available on line at www.gsa.gov/realpropertyprofile.
- Entries will be accepted for the GSA Achievement Award for Real Property Innovation from May 1 through July 1, 2008. Look for the Call for Entries application at www.gsa.gov/realpropertyaward.
- Check out the new Policy Change Management Model (PCMM) website at <http://pcmm.gov>.
- Look for the next GSA Policysite Newsletter, focusing on sustainability, coming out in early June.
- Mark your calendars for the next FRPAG meeting which is tentatively set for September 2008. We will later announce the exact date and location.

ATTACHMENTS:

- "Telework at the United States Patent and Trademark Office"
- "Emergency Planning and GSA's Role with the Federal Government"
- "From Sustainable Building Policy to Practice: Presidential Executive Order 13423"
- " _____ "

February 27, 2008 FRPAG Meeting – Attendees List

Department of Commerce

Department of Defense

Department of Health and Human Services

Department of Homeland Security

Department of Housing and Urban Development

Department of Justice

Department of State

Department of the Treasury

Department of Transportation

Environmental Protection Agency

Executive Office of the President

GSA Office of Emergency Response & Recovery

GSA Office of General Counsel

GSA Office of Governmentwide Policy (OGP)

GSA OGP

GSA OGP

Office of the Director of National Intelligence

National Science Foundation

Naval Facilities Engineering Command

Office of Management and Budget

U.S. Army Corps of Engineers

U.S. Patent and Trademark Office

Others:

3H Technology

Graphic Systems, Inc.

ERG

Federal Real Property Advisory Group (FRPAG)

Meeting Notes

September 11, 2007

1. **Welcome and Introductions:** _____, _____ for GSA's Office of Governmentwide Policy (OGP) and FRPAG _____ welcomed the members to the FRPAG meeting in the Boardroom of the American Institute of Architects' Building during which ____ paused for a moment of silence in honor of all the victims of the 9/11 tragedy. The attendees introduced themselves for the second Advisory Group meeting for FY 2007. There was a large turnout with 46 attendees from 19 agencies and departments. A list of attendees is included at the end of the FRPAG meeting notes.

2. **GSA** _____: ____ introduced _____ for the _____. ____ is also the _____ for the _____. ____ gave a brief overview of programs under both offices.

3. **GSA Office of the Administrator:** ____ introduced _____, _____ and _____ for GSA who gave an overview of the Executive Order 13423, "Strengthening Federal Environmental, Energy and Transportation Management," and the role of GSA.

GSA _____ named _____ the _____, being responsible for giving focus and direction to GSA's efforts to help other federal agencies comply with Executive Order 13423. At a meeting of the Federal Senior Environmental Officials, _____, OMB, named the groups first subcommittee. GSA is a member of this subcommittee, an advisory committee for sustainable policy and practice leadership, which consisted of six members.

For a copy of _____ comments on GSA's role and the products and services it offers to GSA and other agencies, please see the attachment containing ____ entire speech. ____ mentioned how the Office of Governmentwide Policy was one of the groups that helped raise awareness of sustainability in the industry.

____ also said that _____ had an important announcement coming out about telework (which was a statement ____ made at the next day's forum hosted by the Telework Exchange at the Ronald Reagan Building, announcing a challenge to ____ agency to draw up plans to enable 50 percent of eligible telework employees to telework by the year 2010.)

____ wrapped up ____ comments by indicating that "Going Green" is a top priority for _____, _____ and all of GSA. GSA is fully committed to the goals of the _____ Executive Order and to helping client agencies meet their environmental goals.

To learn more about GSA's environmental resources, you may visit www.gsa.gov/green. For a copy of either DVD/video that GSA's OGP has available on sustainability, you may contact GSA _____ at _____.

_____, _____ of FRPAG, and from the Department of Interior (DOI), raised several issues that DOI is faced with that arise out of energy conservation efforts. ___ indicated the DOI has a task force working on Climate Change. There are several negative issues that involved such things as E85 fuel use and new energy saving light bulbs that have mercury in them. DOI also has many remote locations that make it difficult to get "green" products and services to reach them. DOI is working to complete a Climate Change Task Force Report this fall and when it is officially released, _____ has generously offered to share it with FRPAG members.

4. **DOI Asset Management Practices:** _____ then introduced _____, _____, _____, _____ (DOI). _____ presented the similarities and differences of public and private sector asset management practices. Among the differences mentioned was that the government uses a programmatic process and the private sector uses a business process based on maximizing return on investment in reference to asset management. Among the similarities are the use of performance measures and portfolio management.

For more information, refer to _____ attached presentation, "Private Sector and Federal Government Similarities and Differences."

5. **Leading Workplace Strategies:** Next on the agenda was _____, who _____ introduced as the _____ with _____ and _____ of _____ . _____ gave a presentation showing how leading workplace strategies can blend the workplace and IT into workplace solutions. In _____ presentation, _____ used as examples three companies as leading in workplace strategies: Cisco Systems, Hewlett Packard and Nokia.

_____ raised many interesting issues and solutions from the three examples. For example, _____ pointed out how work is more mobile now and up to 60 percent of workspace is now poorly utilized. The "old cubicle" is evolving to include more "blended" space. In Cisco, with its changes, customer satisfaction has doubled.

Please see the attached presentation from _____ on "Leading Workplace Strategies: Blending the Workplace and IT to Create Workplace Solutions", for more comprehensive information on what the diverse companies are doing to address blending the workplace and IT.

6. **Policy Change Management Model (PCMM):** Following the break, _____, _____ introduced the Policy Change Management Model (PCMM) as presented by associates of _____, _____ and _____. Joining them was _____. During this presentation, _____ gave the history of the PCMM. _____ gave a systematic walkthrough of the PCMM Portal's Web Based Questionnaire. The PCMM kickoff meeting is set for September 19, 2007.

For more information on the PCMM overview, you may refer to the attached presentation "Policy Change Management Model (PCMM) Overview and Demonstration."

7. **GSA _____ Initiatives (cont.):** _____ introduced the _____ who provided updates on major _____ initiatives.

Asset Management: _____

briefed the group on the status of the Federal Real Property Profile (FRPP) as it accomplishes the objectives outlined in Executive Order 13327 such as eliminate space not needed by the government.

The "FY 2006 Federal Real Property Report" is a summary of the FY 2006 governmentwide real property data collection that includes summary data for the federal government's inventory as of September 30. This data collection was by the Federal Real Property Profile (FRPP) database, which includes new data collections, new data elements and delegated leasing elements. You can access an on-line copy of this summary report at www.gsa.gov/realpropertyprofile.

Performance Measurements:

_____ briefed the group on major ___ initiatives.

The Best Practices Achievement Award for Real Property Innovation: This year GSA received 32 entries reviewed by non-government jurors. GSA will recognize this year's winners at the Awards Program to be held on October 17, 2007 at the AIA Headquarters Building.

The Workplace Network (TWN): The TWN Member Survey is a key communications tool, distributed to member organizations with an impact on the operation and maintenance of owned and leased facilities. Currently the participation includes 19 TWN organizations among 15 countries.

The Cost per Person Model (CPPM): The CPPM enables users to benchmark and compute the cost per person for workspace, information technology, telecommunications, telework and other alternative work environments.

The Website Redesign: This redesign is to improve the readability and effectiveness of the content providing up-to-date information of the GSA _____. To explore the new look and learn more about the _____, visit www.gsa.gov/realpropertypolicy.

Regulations Management: _____, _____

_____ briefed the group on the following latest ___ regulations, legislative program initiatives and publications:

- New Bulletins and Regulations (2007 and 2008)
- Legislation
- POLICYSITE Newsletter

Regulations Management Program: In this area, _____ is embarking on many new initiatives, and completing some that have been ongoing.

- **FMR Bulletin 2007-B1**, Information Technology and Telecommunications Guidelines for Federal Telework and Other Alternative Workplace Arrangement Programs, published on March 2, 2007.
- **FMR Bulletin 2007-B2**, Placement of Commercial Antennas on Federal Property, published on March 14, 2007.
- **FMR Bulletin 2007-B3**, Assessment of Fees and Recovery Costs for Antennas of Federal Agencies and Public Service Organization, published in the Federal Register on September 10, 2007.
- **FMR Bulletin 2007-B4**, Federal Real Property Profile Summary Report, published on August 6, 2007.

- **FMR Bulletin 2007-B5**, Revised Implementation Requirements for Delegations of Lease Acquisition Authority, set for publication in late September 2007/October 2007.
- **FMR Bulletin 2007-B6**, Segway Usage in Federal Facilities, set for publication in late September 2007/October 2007.
- **FMR Bulletin 2007-B7**, Real Property Federal Asset Sales, set for publication in late September 2007/October 2007.
- **Technical Amendment to FMR Part 102-84**, Annual Real Property Inventories, set for publication in late September 2007/October 2007 to incorporate the requirements of E.O. 13327.

Legislation Program: In June 2007, Senator Thomas R Carper (DE) introduced In the Senate "S.1667 – Federal Real Property Disposal Pilot Program." In July 2007 Representative John J Duncan, (TN) introduced a companion bill in the House "H.R. 3049." These bills incorporate OMB's pilot program proposed in Section 835 of the President's FY 2008 budget.

High Performance Green Buildings Legislation: President signed on January 24, 2007, E.O. 13423 to strengthen the environmental, energy, and transportation management of Federal agencies. Please see _____ presentation for more information on this topic and GSA's role in it.

Policysite Newsletter: ____ published the Real Property Policysite Newsletter 32nd Edition this past June with the theme "Leading the Way: New Perspectives on Asset Management." The issue focuses on leading public and private, local and international trends and technologies that are setting new standards in asset management. Highlights include the latest innovations in financial tools, international public-private partnerships, data technology, sustainable development, and ____ own Policy Change Management Model, as well as other areas, to assist in the effective stewardship of the Federal real estate portfolio. All Policysite Newsletters are available electronically at www.gsa.gov/realpropertynewsletters.

8. **Meeting Wrap-up**: _____, FRPAG _____ and _____ for GSA OGP wrapped up the meeting.

Action Items and Dates to Remember:

- **Mark your calendars for the next FRPAG meeting which is tentatively set for February 2008. We will later announce the exact date and location.**
- **Send us your feedback about future FRPAG meetings, any issues you would like us to address, or if your agency would like to host a FRPAG meeting in the future.**
- **For "green products and services" or if GSA can help in any way to help your agency "go green," do not forget to check out GSA's website at www.gsa.gov/green.**
- **For more information about telework, check out GSA/OGP's website, www.gsa.gov/telework.**
- **Contact real.property@gsa.gov for more copies of GSA's two sustainability DVD's (one with William McDonough and one with Ray Anderson.)**
- **Mark you calendars for October 17, 2007 to attend the GSA Best Practices Achievement Award for Real Property Innovation at the AIA Headquarters Building. Look for your**

copy of the Fall Best Practices Special Edition Polycysite Newsletter listing the program entries on ___ website at www.gsa.gov/realpropertynewsletters.

September 11, 2007 FRPAG Meeting – Attendees List

Agencies:

Agency for International Development

Central Intelligence Agency

Department of Agriculture

Department of the Air Force

Department of Commerce

Department of Health and Human Services

Department of Homeland Security

Department of Housing and Urban Development

Department of the Interior

Department of Labor

Department of the Navy

Department of State

Department of Transportation

Department of the Treasury

Environmental Protection Agency

GSA, Office of the Administrator

GSA, Office of General Counsel

GSA, Office of Governmentwide Policy

Office of Personnel Management

Social Security Administration

U.S. Army Corps of Engineers

Others:

CoreNet Global

Graphics Systems, Inc.

Federal Real Property Advisory Group (FRPAG)

Meeting Notes

February 28, 2007

1. **Welcome and Introductions:** _____, _____
_____ for GSA's Office of Governmentwide Policy (OGP) and FRPAG _____ welcomed members to the FRPAG meeting in the Boardroom of the American Institute of Architects' Building. The attendees introduced themselves for the first Advisory Group meeting for FY 2007. There was a large turnout with 66 attendees from 18 agencies and departments. A list of attendees is included at the end of the FRPAG meeting notes.

_____ presented background information on the FRPAG and gave a recap of the last meeting held in September 2006. _____ also gave an overview of the OGP organization's realignment with the Office of Congressional and Intergovernmental Affairs.

2. **GSA Public Buildings Service (PBS):** _____ introduced _____, _____, PBS, GSA to the group. _____ gave a presentation on "What's New in PBS," identifying the latest PBS services, initiatives to improve customer service, and improvements for agility and organizational performance.

Highlights from _____ presentation to the group include:

- **Billing System** – online process used to minimize inaccuracy and utilize fewer resources by customer; contract support manages the entire rent billing process; online access scheduled for June 2007.
- **Reimbursable Work Authorization (RWA) Process** – to initiate work and bill customers; conducted survey identifying percentages of satisfied and dissatisfied customers; need established of standardized tool and documentation; proposal has been submitted to improve RWA process with new processes, training and web-based tools.
- **Capital Program/Project Delivery** – improvement of disaster recovery process targeted; consistent competition for resources.
- **Leasing** – deals beating targets set by PBS through use of national broker contract for day-to-day leasing.
- **National Contact Center** – decentralized tracking and reporting capabilities of service calls nationwide by end of year 2007; will build agility to meet customer expectations; pilot testing conducted with FBI field office program.
- **Federal Acquisition Service (FAS)** – use FAS vehicles and adapt them to PBS' need; working closer with FAS as consistent with the theme "ONE GSA"; goal is to improve business scope/model.
- **Requirements Development Process** – building agility for information flow and technology changes; increase workplace and housing solutions

_____, Department of Interior (and FRPAG _____), asked how PBS is communicating its changes in the Rent Bill Process to its users. _____ replied that PBS has an extensive communication plan for this, which includes rendering bills differently and making use of broker contractors.

using \$50 m in the budget and not score more than \$50 m in budget). _____ also discussed previous legislative and reform issues that include:

- OMB and the Congressional Budget Office (CBO) Scoring:
- OMB cannot bridge issue of scoring

CBO recommended 80/20 split format for bill -- 80% to treasury, 20% to agency. This Real Property Bill format offers the following three benefits:

- 20% of proceeds to agency
- Removal of obstacles in moving properties to market
- Help OMB push its scoring goals

However, this Bill (H.R. 3134) did not pass at the end of the 109th Congress. **The Disposal Pilot Program (Section 835) is to be proposed in the 110th Congress for inclusion in the Budget of the United States Government for FY 2008.**

_____ also brought up the DC Lands Exchange Bill (Federal and District of Columbia Government Real Property Act of 2006) which involves the exchange of property between the DC and Federal Governments.

- 2 Riders (Section 408 of the Bill) to the bill were mentioned in particular:
 - OMB to identify list of top 100 surplus assets for sale
 - Increasing data sharing between agencies of excess and surplus property

_____ went on to cover the McKinney-Vento Homeless Assistance Act and the statistics that say that not a lot of properties are going to the homeless which go through the homeless screening. In the five-year pilot disposal program the OMB currently supports, the program would provide an exemption from the McKinney-Vento Act.

The _____, _____, then provided comments from _____ relating to the panel discussion topics.

According to _____, the McKinney-Vento Act is a major stumbling block. Properties would make the market quicker if they did not have to meet the requirements of the McKinney-Vento Act, but that the McKinney-Vento Act requirements will never go away.

To deal with improving the process, OMB can look at running reviews within shorter or simultaneous timeframes. OMB should run these reviews before attempting anything more substantial with the McKinney-Vento Act. There are only a limited number of properties that undergo screening that actually result in homeless conveyances.

Also, _____ raised the issue that OMB should strive to gain a better understanding of the "As Is Mapping Process" for improved business reengineering regarding the disposal process. A better understanding of where there may be flexibility in the process would target what can be worked with for better results under the existing law.

After the presentation, _____ from GSA's PBS commented on changing the treatment of capital expenditures, on GSA moving more towards leasing and then asked if it would not be better to fix up properties than do more leasing. _____ replied that this is a fundamental issue and that scoring forces a focus on leasing and that there is still a question on how to reduce reliance on leasing.

A representative from the U.S. Army Corps of Engineers (USACE) applauded OMB's evaluation of the effect of the McKinney-Vento Act on the disposal process. Security issues (as a result of 9/11) have raised serious concerns with placing homeless facilities on DOD controlled installations. The McKinney-Vento Act produces a burden of paperwork. USACE offered to assist OMB in further addressing this process.

4. **GSA** _____ **Initiatives:** Following the panel discussion, _____ representatives updated the group on its major initiatives.

Asset Management: _____, _____ briefed the group on the status of the Federal Real Property Profile (FRPP) as it accomplishes the objectives outlined in Executive Order 13327. The latest data collection rendered good results similar to the previous year with about a 3% difference. The performance assessment tool is now available.

_____ from GSA's PBS asked when the new data elements are coming out.

_____ **replied that there were only small data element changes to the FRPP and they are coming out in June 2007.**

Performance Measurement: _____, _____, _____ rendered a presentation on its TWN (The Workplace Network) survey. TWN is an international organization that brings together senior level real estate executives from the public and private sectors. The members were surveyed on current and future projected practices in Portfolio and asset management, financial metrics and other areas. OGP will provide the results of this survey in the 2007 TWN Survey Report at the 2007 TWN Workshop in May 2007 in Sydney, Australia.

_____, from the _____, GSA Office of Citizen Services and Communications, gave a presentation on the new Office of Real Property Management website redesign project and stressed customer feedback on how it is working. The timeline target date for completion is September 2007. The web address is www.gsa.gov/realpropertypolicy. _____ advised that _____ is looking for feedback from customer agencies regarding the website (contact _____ at _____).

Regulations Management: _____, _____ briefed the group on the following latest _____ regulations and legislative program initiatives and publications:

- FMR Amendment 2005-03, Supplement 3, Architectural Barriers Act
- IT Guidelines for Federal Telework and AWA Programs
- Update of Two Antenna Bulletins
- Update Lease Delegations Bulletin
- General Reference Guide for Real Property Policy -- Updated version

FMR Amendment 2005-03, Supplement 3, Architectural Barriers Act -- This amends the FMR in section 102-76, regarding the Architectural Barriers Act to address an issue due to an earlier amendment published last September. When the implementation dates for the accessibility standards were amended on September 6, 2006, the amendment addressed only facilities that were Federally-owned or leased. Accordingly, this new Amendment was issued to include facilities other

than those that were Federally-owned or leased. The Architectural Barriers Act applies to all Federal construction, Government leases and Federal Grants Programs (except DOD and USPS).

IT Guidelines for Federal Telework and AWA Programs – _____ discussed how the IT Guidelines would soon be published. **(Note: This bulletin was subsequently published in the Federal Register on March 2, 2007.)** This as a follow-on bulletin to the “Guidelines for Alternative Workplace Arrangements” bulletin published March 17, 2006. This new bulletin will address guidelines for implementing and operating telework and other alternative workplace arrangement programs and address such subjects as: Basic Equipment, Telecommunications and Internet Services, Security, Training and Technical Support

Updated Antenna Bulletins – FPMR D-242, Placement of Commercial Antennas on Federal Property, and FPMR D-246, Assessment of Fees and Recovery of Costs for Antennas of Federal Agencies and Public Service Organizations were initially published in 1997 and 1998, respectively and will be updated in the near future. **(Note: FMR Bulletin 2007-B2 was subsequently published in the Federal Register on March 14, 2007 and supersedes FPMR D-242.)** A review last year found that these bulletins continue to provide necessary guidance for the ongoing antenna placement program. However, some legal citations, references and reporting requirements are outdated, and some additional clarifications have been recommended, and agency contact information is being updated.

Lease Delegations Program -- In FY 2007, _____ are planning to review and update as necessary the FMR Bulletin 2005-B, Delegations of Lease Acquisition Authority-Notification, Usage and Reporting Requirements for General Purpose, Categorical and Special Purpose Space Delegations. The _____ will conduct this update in coordination with PBS.

General Reference Guide for Real Property Policy Update -- _____ indicated that an update will be published of the General Reference Guide during FY 2007. Comments from PBS have been reconciled and the revised Guide is under review by the GSA Office of General Counsel. This guide, originally published in 1998, is an easy-to-understand reference of the laws, executive orders and regulations that serve as the basis for the current real property policies, applicable to GSA and Federal agencies. The Guide consists of a listing, by subject area of applicable laws, GSA Federal Property Management Regulations and Executive Orders.

Policy Change Management Model (PCMM) Program -- The PCMM can be a strong and effective change management tool for all Real Property Managers across the Government. ___ have made significant progress on this model with the cooperation and hard work of its Collaborative Pilot Group.

1. Content Development - The Question and Answer Methodology content has been completed and approved to solicit feedback from the agencies, which _____ will analyze and develop into modifications for the FMRs.
2. Web Portal Development - The Web Based Questionnaire that is the heart of Life Cycle Change Management for the FMRs is complete and currently undergoing final testing. This spring, _____ will begin work on the Subject Matter Expert Discussion Board.
3. Training Curriculum – This curriculum has been completed and approved. The Collaborative Group will be undergoing this training in March 2007. They will then go through an entire cycle of providing feedback through the PCMM Web Based Questionnaire.

4. Communications Plans – Communicating the features and benefits of the PCMM to all agencies is the next major focus of this program. A Communications Plan has been developed that has been approved and is currently being implemented. Information about the PCMM will be provided through such channels as:
- GSA Publications and Newsletters
 - FRPC Meetings
 - FRPAG Meetings – look for a detailed demonstration at the Fall 2007 meeting
 - PCMM Kickoff – Scheduled for September 2007
 - Agency Briefings
 - Rollout and User Training

Pilot Test -- **In two weeks, the Pilot Test of the PCMM will be started with formal training of the Collaboration Group at facilities in GSA.** The Pilot Group will receive training using the PCMM curriculum developed for educating the participants from the various agencies.

The Pilot Group will then use the Web Based Questionnaire of the PCMM which has been fully developed for use for Federal Management Regulation 102-73 relating to Real Estate Acquisition. ____ will carefully review the results of this Pilot Test to make sure that the software, training and all other aspects of the PCMM are working as planned. Any part of the PCMM that ____ identify for modification will be refined for the Rollout and use by all agencies in Year 2.

Rollout/Year 2 – The PCMM goes "live" in year two starting with the rollout. The first three areas of initial focus for FMR feedback, review and refinement will be:

- Delegation of Authority
- Real Estate Acquisition
- Facility Management

Future FMR areas will be:

- Real Property Disposal, Assignment of Space and Location of Space
- Safety and Environmental Management, Security, and Utility Services
- Design and Construction, Art-in Architecture, and Historic Preservation

Conclusion -- This program is a Win-Win for all agencies, as well as for ____ asset management goals. ____ focus is to build and refine the PCMM for the analysis of the needs of, and feedback from, all agencies. The PCMM is 100% collaborative. The information and the feedback that ____ process and analyze will drive the updates needed for the FMRs.

Polycysite Newsletter -- _____ indicated that _____ **will be publishing the premiere issue for 2007 of the Real Property POLICYSITE Newsletter in June of this year.** This year's theme will be "Leading the Way: New Perspectives on Asset Management." The issue will focus on leading public and private, local and international trends and technologies that are setting new standards in asset management.

5. Meeting Wrap-up: _____, FRPAG _____ and _____ for GSA OGP wrapped up the meeting. _____ **offered a proposal to the group to have the next meeting on a smaller scale as a "focus group" in an agency conference room during August 2007.** With the acceptance of this proposal, the group would continue to have the larger biannual meeting each February. Host agencies are welcome to sponsor future FRPAG meetings. **Please send your response to this**

proposal regarding the FRPAG focus group format to _____ at _____, _____ or _____ at _____, _____.

Action Items and Dates to Remember:

- Look for proposal of Real Property Disposal Pilot Program in 110th Congress. (The _____ will apprise FRPAG members when it occurs.)
- The new Federal Real Property Profile (FRPP) changes will be available in June 2007.
- The new Policy Change Management Model (PCMM) will be pilot tested in FY 2007 with several agencies and then rolled out governmentwide in FY 2008. The PCMM Web Portal will be available in late 2007 through www.gsa.gov/realpropertypolicy with 3 training sessions conducted for agencies as part of the rollout.
- The next Real Property Polycysite Newsletter will be published in June 2007.
- Send your comments to _____ at _____ about the new website redesign for WWW.GSA.GOV/REALPROPERTYPOLICY.
- FMR Bulletin 2007 B-1, IT Guidelines for Federal Telework and AWA Programs was published in the Federal Register on March 2, 2007. and FMR Bulletin 2007 B-2, Placement of Commercial Antennas on Federal Property, was published on March 14, 2007. (FMR Bulletins are accessible by going to www.gsa.gov/federalmanagementregulation and clicking on FMR Bulletins.)
- Mark your calendars for the next FRPAG meeting which is tentatively set for August 2007. Exact date and location to be announced.
- Send _____ your feedback about the initial proposal for a FRPAG meeting focus group format for August 2007 or if your agency would like to host a FRPAG meeting in the future.

February 28, 2007 FRPAG Meeting – Attendees List

Agencies:

Central Intelligence Agency

Department of Agriculture

Department of the Air Force

Department of Commerce

Department of Defense

Department of Energy

Department of Homeland Security

Department of the Interior

Department of Justice

Department of the Navy

Department of State

Department of the Treasury

GSA, Office of the Controller

GSA, Office of General Counsel

Office of Management and Budget

GSA, Office of Governmentwide Policy

GSA, Public Buildings Service

Office of the Director of National Intelligence

Office of Personnel Management

Social Security Administration

U.S. Army Corps of Engineers

GSA Contractors:

Graphics Systems, Inc.

