




## United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

JUN - 8 2012

Memorandum

To: Bureau and Office Directors

From: Pamela Haze,   
Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition

Subject: Energy Reporting Policy for the Financial and Business Management System

In recent years there have been several Public Laws and Executive Orders (EOs) which require Federal agencies to manage and report energy consumption and costs. EO 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, requires reporting on energy and water consumption. We are making strides in the development of automated tools to enable you to report both energy and water consumption in order to comply with the Executive Order and other requirements. This memorandum is intended to give you a status report on those efforts.

The Financial and Business Management System (FBMS) is the Department's official financial system and as such currently records utility bill (both energy and water) commitments, obligations, and expenditures for deployed bureaus. In addition, FBMS is the system of record for DOI owned, GSA-provided, commercial leases and other real property assets for deployed bureaus. Deployment 7 of FBMS, which is scheduled to take place this coming November, will provide us with tools to meld this information with utility consumption and costs for all bureaus except for the Bureau of Reclamation. BOR is slated for deployment in November 2013 at which point they will be able to use these reporting tools.

In our development of these tools the Office of Acquisition and Property Management and the FBMS Program Management Office have been working collaboratively with bureaus and offices through the Sustainability Council. We appreciate the input we have received from the energy, water, facilities, financial and sustainability communities in the development of the new FBMS functionality. In the coming months leading up to the deployment, we will continue our work with bureau energy managers to solidify the scope of energy reporting requirements and implement a system to capture energy consumption and cost. To ensure that DOI has a consistent methodology for collection and reporting, we are requesting that all FBMS deployed bureaus use FBMS for recording all energy reporting related consumption and costs beginning in Fiscal Year (FY) 2013. All utility consumption data must be entered into FBMS at least quarterly with the eventual goal of monthly data collection by FY 2015.

There is increasing oversight by the Office of Management and Budget related to attainment of strategic goals for real property management, energy and sustainability. Our efforts to collect this information Department-wide without the need for exhaustive manual data calls will be greatly enhanced with these new tools in FBMS. FBMS will capture this information to enable auditable tracking and reporting of all associated costs, and utility consumption for real property assets in a centralized manner. FBMS will also generate specific reports for facility, energy, and bureau asset

managers to monitor energy and water consumption and costs at specific locations within their purview. This greatly enhances our ability to improve energy, water and facility management throughout the Department and better manage operational costs. We will, of course, ensure you are knowledgeable about the information we are reporting. Please encourage your offices to utilize this new functionality in FBMS and assist the Department in complete, consistent, accurate reporting.

If you have any questions, please feel free to have your staff contact Rayleen Cruz, FBMS Business Process Lead, on (303) 202-4044, or Mary Heying, DOI Energy Program Manager, on (202) 254-5503.

Thank you for your cooperation and diligence in meeting these requirements.

cc: Departmental Energy Conservation Committee