Social Security Administration

FY 2016 Strategic Sustainability Performance Plan

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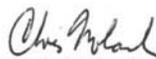
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Policy Statement

The Social Security Administration (SSA) touches the lives of virtually every person in America. We run one of the nation's largest entitlement programs and the Supplemental Security Income program, providing financial support for aged, blind, and disabled adults and children with limited resources. While fulfilling our mission to provide economic security to many individuals, we will continue our history of promoting a clean energy economy, environmental leadership, and sustainability. We will work cooperatively with other Federal, State, county, and local governments to promote sound environmental management practices while providing a safe and healthy work environment for our employees.

We are pleased to publish this Strategic Sustainability Performance Plan, which provides our agency with a structured, systematic approach for managing environmental and regulatory responsibilities to continuously improve overall environmental stewardship.

To promote environmental stewardship, our officials will:

- Comply with all environmental and energy-related statutes, Executive Orders, and any applicable Federal, State, and local regulations.

- Consider environmental aspects when making planning, purchasing, operating, and budgetary decisions.

- Continue our employee awareness campaign to educate and encourage employees to reduce energy consumption and water usage, reduce the amount of waste produced, and promote re-use and recycling whenever possible.

- Continue improving environmental stewardship by setting environmental goals, measuring progress, taking corrective action when necessary, and communicating the results.

- Incorporate climate change and adaptation considerations in our agency operations.

- Communicate and reinforce this policy throughout the agency.

We are pleased to promote environmental leadership and sustainability at SSA.

Chris Molander
Chief Sustainability Officer

Executive Summary

Vision

With our mission to provide economic security to many individuals, sustainability is an integral part of our success. It enables us to do our job more cost-effectively and be responsible stewards of the health of our employees, the public we serve, and the environment in which we all live. We have already made great strides integrating sustainability into the day-to-day implementation of our mission, but there is much more we can do. We are committed to further improvement through a range of approaches such as increasing the efficiency with which we use energy and water in our buildings, reducing solid waste disposal through recycling, and decreasing the combustion of petroleum-based fuels in our vehicles while increasing the percentage of electric and hybrid vehicles in the agency's fleet. In addition, the choices we make in acquiring products and services play a critical role in promoting sustainability, and we are committed to conducting acquisition sustainability. Our stewardship for electronics goes beyond acquisition. We will continue to ensure our computers and monitors use minimal energy and are disposed of in an environmentally sound manner. Finally, sustainability goes hand-in-hand with building resilience to the impacts of climate change. We will work to identify our vulnerabilities to climate change and address them proactively.

Leadership

The Associate Commissioner, Office of Facilities and Supply Management is the Chief Sustainability Officer (CSO) and the Climate Change Adaptation contact for the agency. The CSO reports directly to the SSA Commissioner. The performance plans for appropriate senior staff include specific measures related to sustainability.

Performance Review

Goal 1: Greenhouse Gas Reduction

Our Scopes 1 and 2 greenhouse gas (GHG) emissions in fiscal year (FY) 2015 were 39.7 percent lower than the FY 2008 baseline, as determined by our annual GHG inventory. Scope 3 GHG emissions in FY 2015 were 20.4 percent lower than the base year. The vast majority of our emissions come from just two sources: employee commuting and purchased electricity. Due to commuting, Scope 3 emissions account for 72% of our total GHG inventory.

We have made notable progress reducing the environmental impact of employee commuting. After reaching agreement with our unions to expand our telework program, in December 2013 we issued a new telework policy. As a result, the number of employees who teleworked regularly increased by 77 percent from FY 2014 to FY 2015, accelerating the decline in our commuting emissions. We continue to promote telework and expect participation to rise significantly in the near future. Purchased electricity makes up 84 percent of our Scope 1 and 2 emissions (before renewable energy is subtracted out), which emphasizes the need to improve energy efficiency in our buildings. To this end, we will continue to actively implement improvements, such as installing advanced meters and awarding energy service performance contracts (ESPCs).

Goal 2: Sustainable Buildings

The General Services Administration (GSA) delegated responsibility to us for reporting on Federal sustainability requirements for our Headquarters (HQ) campus and eight other facilities across the country. In FY 2015, these delegated facilities met the requirement for a 30 percent reduction in energy intensity (Btu/square foot) from our FY 2003 baseline. We will strive to meet the goal of

Executive Order (EO) 13693 for energy intensity in FY 2025 to be 25 percent lower than in FY 2015, through efforts such as light-emitting diode (LED) testbeds, energy audits, ESPCs, and using building data to improve energy performance. In accordance with EO 13693, we aim for 15 percent of our delegated gross square footage to comply with the *Guiding Principles for Sustainable Federal Buildings* by FY 2025.

Our new data center, the National Support Center is replacing the National Computer Center, which is slated to be offline by the end of FY 2016. Based on discussions with the Department of Energy (DOE), the data centers are excluded from the energy efficiency requirements of the Energy Security and Independence Act of 2007.

Goal 3: Clean and Renewable Energy

Renewable energy sources supplied 19.5 percent of our total electricity in FY 2015, exceeding the goal of 10 percent. Most of this comes from renewable energy certificates (RECs), although we also generate renewable energy on-site in four locations. Three are photovoltaic (PV) arrays that accounted for more than 672 megawatt-hours (MWh) of electricity, and one is a small wind turbine that generates less than 1 MWh per year. RECs will remain the primary strategy in achieving our goals for clean and renewable energy.

Goal 4: Water Use Efficiency & Management

We are proud to have greatly exceeded the FY 2015 goal of 16 percent water intensity reduction, with a reduction of nearly 48 percent, as shown in Figure ES-1. We are already below the FY 2025 target, but will continue to pursue measures that reduce our water intensity and maintain efficient practice for the use of water. All delegated facilities are metered for both potable and irrigation water consumption.

FY15 result of 48% exceeds even the FY25 requirement

Figure ES-1. Past reductions in potable water intensity and future targets

Goal 5: Fleet Management

The fleet petroleum reduction goal for FY 2015 set by EO 13514 was 20 percent from the FY 2005 baseline. We reduced our fleet's petroleum use by more than double this amount. The amount of alternative fuel used by our fleet in FY 2015 reached more than 20 percent of total use, representing an increase of 2111 percent since FY 2005, far exceeding the federal goal of 159.4 percent. Also, the size of our fleet has declined by more than 14 percent since FY 2005.

EO 13693 replaced the fuel-based goals with a new fleet performance metric: GHG emissions of the fleet per mile driven, relative to an FY 2014 baseline. Our FY 2015 GHG emissions per mile

travelled were 1.2 percent lower than in FY 2014. Our main path to reaching the FY 2017 goal of a 4 percent reduction is to increase the number of electric and plug-in hybrid vehicles in the fleet. However, we will also install Category II telematics in agency vehicles, continue right-sizing and optimizing our fleet, and continue using the GSA Fleet Drive-Thru management system.

Goal 6: Sustainable Acquisition

We conducted 100 percent of our acquisitions sustainably in FY 2015, as determined from our quarterly reviews of 5 percent of applicable new contract actions (57 actions). All applicable new contract actions reviewed met Federal mandates for acquiring products that are energy efficient, water efficient, biobased, environmentally preferable, non-ozone depleting, recycled content, or non-toxic or less toxic alternatives, where these products meet performance requirements. This success was possible due to the rigorous system we have in place to assure sustainable acquisition and ongoing efforts at continuous improvement. Our efforts resulted in recognition from the EPA's Safer Choice Program as a 2016 Partner of the Year. As required by EO 13693 to set an FY 2017 target for biobased purchasing, our target is 10 contracts and $10,561,000 in biobased products to be delivered.

Moving forward, we will continue to hold quarterly sustainable acquisition reviews and semi-annual acquisition management reviews. We will update our Green Purchasing Plan by December 2016, and reintroduce the plan to staff through training by March 2017. We will also ensure that the appropriate Federal Acquisition Regulation (FAR) clauses are included during our regular quarterly contract reviews and biannual acquisition management reviews. We will continue to report sustainability compliance in the Contractor Performance Assessment Reporting System (CPARS), and will update our CPARS guidance for contracts-related staff to include sustainability compliance as an assessment factor, where applicable.

Goal 7: Pollution Prevention & Waste Reduction

In FY 2015, we used recycling to divert more than 55 percent of our solid waste away from the waste stream, exceeding the goal of 50 percent. In FY 2015, we established a waste minimization and chemical storage plan which will work on an ongoing basis to reduce the quantity of chemicals at the main campus. We will ensure that all new contracts involving hydrofluorcarbons (HFCs) include a requirement for the contractor to document quantities, and we train all personnel who work with heating, ventilation and cooling (HVAC) equipment on the use of HFC recycling equipment.

Goal 8: Energy Performance Contracts

Under the President's Performance Contracting Challenge, we committed to award $20 million in performance-based contracts by the end of calendar year (CY) 2016, and we have awarded $20.4 million. Our targets for FY 2017 and FY 2018 are $5 million and $9 million, respectively. We initiated an ESPC to enhance the efficiency of the electrical, plumbing, and HVAC systems at our Harold Washington Social Security Center (HWSSC) in Chicago, Illinois, in addition to the ESPC already underway at our main HQ campus. We will continue to use ESPCs to improve energy efficiency across our delegated facilities, when determined to be cost-effective.

Goal 9: Electronic Stewardship

We scored green in all categories of electronic stewardship, with 100 percent compliance on all required goals. We will continue to ensure that 100 percent of purchased desktop computers, laptops, and monitors are Energy Star or EPEAT-registered, ensuring compliance via quarterly compliance reviews. To ensure our continued use of power management features on all desktop and

laptop computers, we will continue to use our comprehensive reporting and auditing compliance system. We ensure the environmentally sound disposal of all excess or surplus electronic products on an ongoing basis through our policies and procedures, which allow disposition only through GSA Xcess, CFL, Unicor, or a certified recycler. As the first Federal agency to volunteer for the Better Buildings Challenge of DOE and the White House Council on Environmental Quality (CEQ), we are committed to metering 100 percent of our data centers and ensuring that power usage effectiveness (PUE) is less than 1.4, server utilization and automated monitoring are at least 65 percent, and facility utilization is more than 80 percent.

Goal 10: Climate Change Resilience

While the scope, severity, and pace of future climate change are difficult to predict, it is clear that potential changes could have important effects on our operations and programs. Through climate adaptation planning, we are identifying how climate change is likely to affect our ability to achieve our mission, operate our facilities, and meet our policy and program objectives. We are working to improve our resiliency by tapping into inter-agency Federal government initiatives to improve the accessibility and coordination of climate change science for decision-making, and we will continue to coordinate with the GSA's climate change adaptation efforts. We will build resiliency into our policies and procedures by reviewing, on an ongoing basis, existing emergency contingency plans and workforce protocols and policies, and incorporating climate change considerations into them as needed.

Progress on Administration Priorities

President's Performance Contracting Challenge

We committed to $20 million in contracts awarded by the end of CY 2016 under the President's Performance Contracting Challenge. To date, we have awarded $20.4 million. Our targets for FY 2017 and FY 2018 are $5 million and $9 million, respectively. We initiated an ESPC to modernize and enhance the efficiency of the electrical, plumbing, and HVAC systems in the HWSSC in Chicago, Illinois. We expect to have reductions in our water and energy consumption, reducing utility cost significantly. This project brings natural gas to the building and includes installing a new, highly efficient central plant that uses condensing gas boilers, replacing air handlers, installing LED lighting, lighting controls, and much more. The Preliminary Assessment phase is complete, and we are currently conducting the Investment Grade Audit. We expect to award the ESPC in late FY 2016 or early FY 2017.

Electric and Zero Emission Vehicles

At all of our delegated facilities, we will assess the level of interest in charging stations for employee vehicles, and whether interest is for unmetered level-one charging or faster electric vehicle (EV) charging. We will assess the staffing time required to enforce parking restrictions at the charging stations, and we will determine if the stations will be installed and operated by SSA or an outside contractor. Following the early installations, and based on demand assessments, we will periodically assess locations for new infrastructure.

We have some existing charging infrastructure in place and planned. The HQ campus has two EV charging stations, however, until a policy is in place for employees to use them, they are available only to fleet vehicles at this time. At our main data center, the National Support Center, the wiring has been completed for charging stations that will allow us to travel in EVs from our HQ in Baltimore to the data center, charge the vehicles while doing business, and have enough charge to return to HQ. The charging stations, once completed, can be used for employee vehicles once a

policy is in place for employees to use SSA EV charging stations. Our Frank Hagel Federal Building in Richmond, California has charging stations powered by PV on carports. It plans to request permission from the San Francisco Regional Commissioner for employees to use the stations.

Climate Change Adaptation Plan

To address the potential need to strengthen our programs, policies, and operations for resilience to climate change, in 2014 we conducted a survey of our delegated facilities regarding local weather-related problems facilities have already experienced, concerns facilities have for the future (including due to climate change), and facility contingency planning to address potential hazards. The responses identified a number of issues, including flooding, wildfire, and power outages. However, we also determined from the survey that the formal contingency processes in place in these facilities have them well prepared for weather-related problems, fire emergencies, and diseases that are pandemic, infectious, and/or communicable. To ensure that this continues to be true in the face of climate change, we will review all contingency plans, such as Continuity of Operations Plans (COOPs), during their regular review cycle to keep them current as changes to the operational environment occur, or are anticipated to occur. Examples of adjustments due to climate change include human health and safety impacts, such as unsafe air quality, unsafe heat index conditions, dangerous conditions from severe storms, and new disease threats due to an expanded range of vector borne diseases into the U.S. We have provisions in place to ensure the continuity of web-based services in the event of disruptions to the electrical grid, which is essential to make our services available online for customers with mobility or health issues.

We will prepare our next Climate Change Adaptation Plan once the next quadrennial National Climate Assessment is issued in 2018 or 2019. Meanwhile, to further improve our understanding of site-specific vulnerabilities, we will conduct climate change vulnerability and risk assessments on each of the delegated facilities.

The size and scope of our operations are conveyed in Table 1.

Size & Scope of Agency Operations

Agency Size and Scope	FY 2014	FY 2015
Total Number of Employees as Reported in the President's Budget	65,587	65,852
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	1,598	1,562
Total Building Gross Square Feet (GSF)	29,644,493	29,498,485
Operates in Number of Locations Throughout U.S.	1,576	1,562
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	3	4
Total Number of Fleet Vehicles Leased	462	454
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	5	3
Total Amount Contracts Awarded as Reported in FPDS ($Millions)	$1,627	$1,638

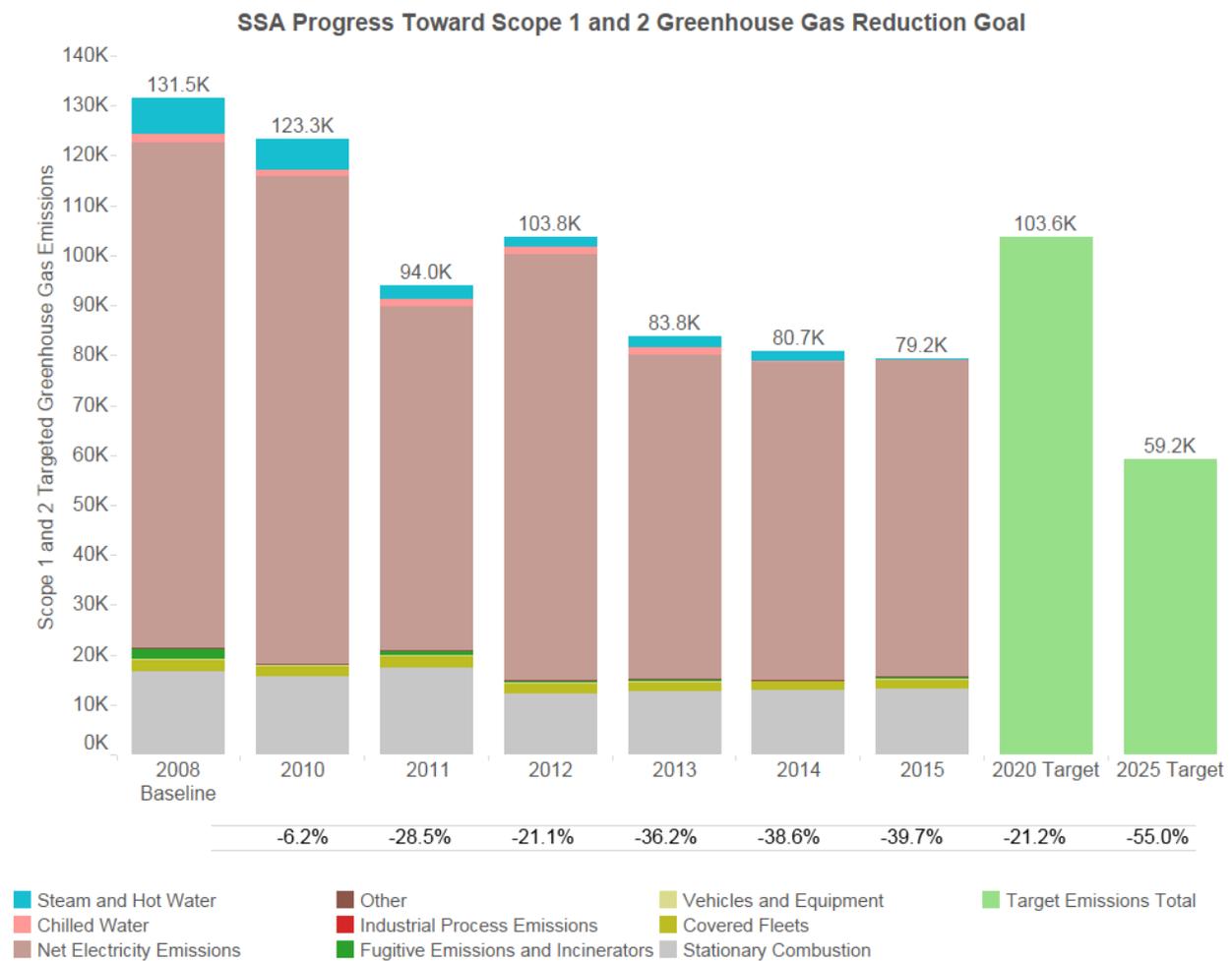# Agency Progress and Strategies to Meet Federal Sustainability Goals

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

Goal 1: Greenhouse Gas (GHG) Reduction

Scope 1 & 2 GHG Reduction Goal

EO 13693 requires each agency to establish a Scope 1 & 2 GHG emissions reduction target to be achieved by FY 2025 compared to a 2008 baseline. SSA's 2025 Scope 1 & 2 GHG reduction target is 55 percent.

Chart: Progress Toward Scope 1 & 2 GHG Reduction Goal

SSA Progress Toward Scope 1 and 2 Greenhouse Gas Reduction Goal

	2008 Baseline	2010	2011	2012	2013	2014	2015	2020 Target	2025 Target
Total	131.5K	123.3K	94.0K	103.8K	83.8K	80.7K	79.2K	103.6K	59.2K
%		-6.2%	-28.5%	-21.1%	-36.2%	-38.6%	-39.7%	-21.2%	-55.0%

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

We are proud to have received all green for the 2015 Scorecard. We will continue implementing improvements to our facilities and fleet, and increasing the renewable energy we use, to achieve our goal of reducing Scope 1 and 2 emissions by 55 percent by FY 2025.
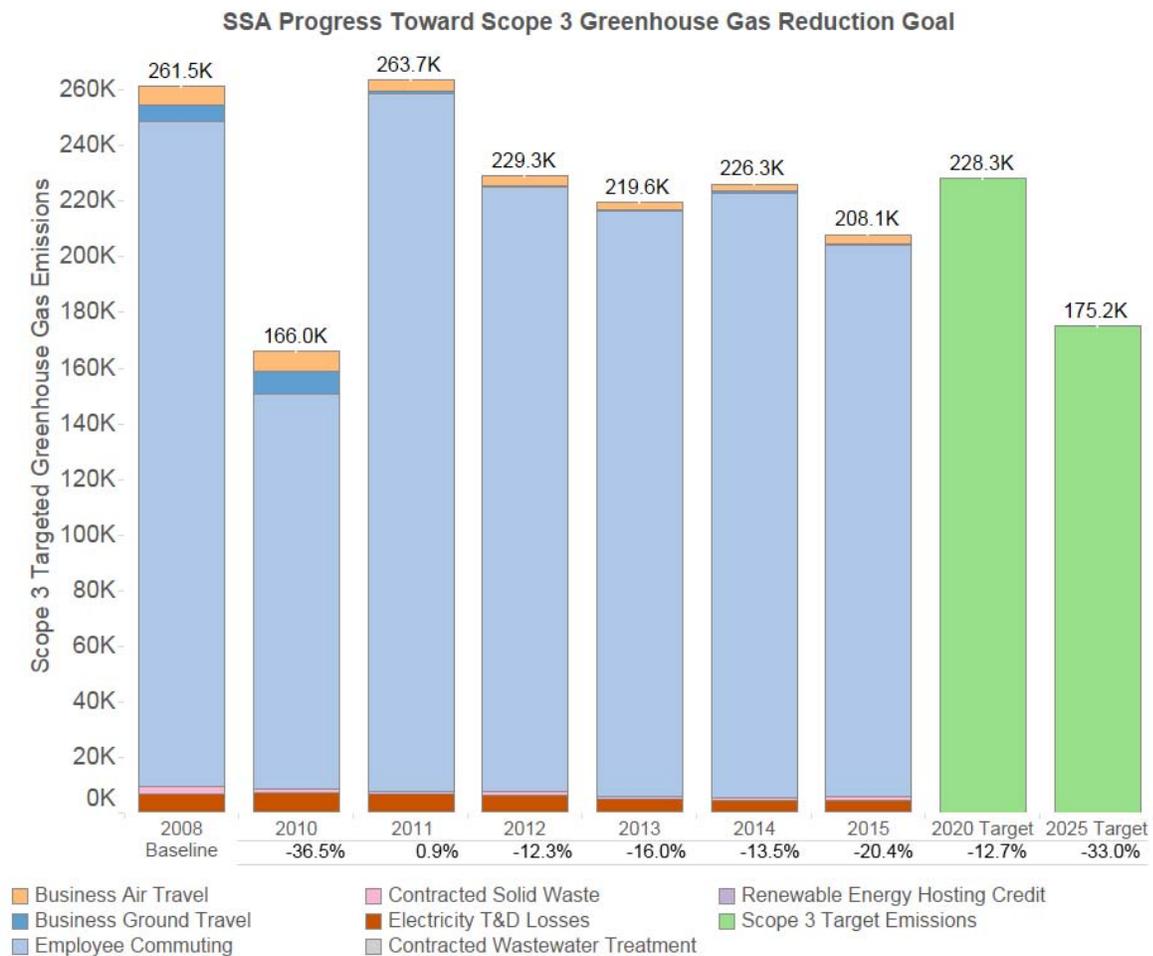
Scope 1 & 2 GHG Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use the Federal Energy Management Program (FEMP) GHG emission report to identify/target high emission categories and implement specific actions to address high emission areas identified.	Yes	Our GHG inventory tells us that purchased electricity and on-site combustion make up 95 percent of our Scopes 1 and 2 GHG emissions, so energy efficiency is our top priority for reducing these emissions. We rely on energy assessments to inform our decisions on strategies to reduce energy consumption.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Identify and support management practices or training programs that encourage employee engagement in addressing GHG reduction.	Yes	We plan to request approval for staff to attend the Energy Efficiency Exchange in FY 2016 and FY 2017. We also plan to provide in-house sustainability training for facility and energy managers. We will identify the type of training we need, research the type of training available (e.g., from DOE, EPA Energy Star, and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers), and hold in-house training at HQ via video and/or webinars to reduce travel.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Determine unsuccessful programs or measures to be discontinued to better allocate agency resources.	No	We have not experienced any unsuccessful programs or measures to date.	
Given agency performance to date, determine whether current agency GHG target should be revised to a more aggressive/ambitious target.	No	Our GHG emissions reduction goals are already very aggressive.	
Employ operations and management (O&M) best practices for emission generating and energy consuming equipment.	Yes	We intend to perform additional re-commissioning in delegated buildings.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Identify additional sources of data or analysis with the potential to support GHG reduction goals.	Yes	We will continue to add smart meters to identify areas where we can reduce our energy and water usage, and we are performing additional studies on smart metering to help us identify the best areas to install additional smart meters.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.

Scope 3 GHG Reduction Goal

EO 13693 requires each agency to establish a Scope 3 GHG emission reduction target to be achieved by FY 2025 compared to a 2008 baseline. SSA's 2025 Scope 3 GHG reduction target is 33 percent.

Chart: Progress Toward Scope 3 GHG Reduction Goal

Scope 3 GHG Reduction Strategies

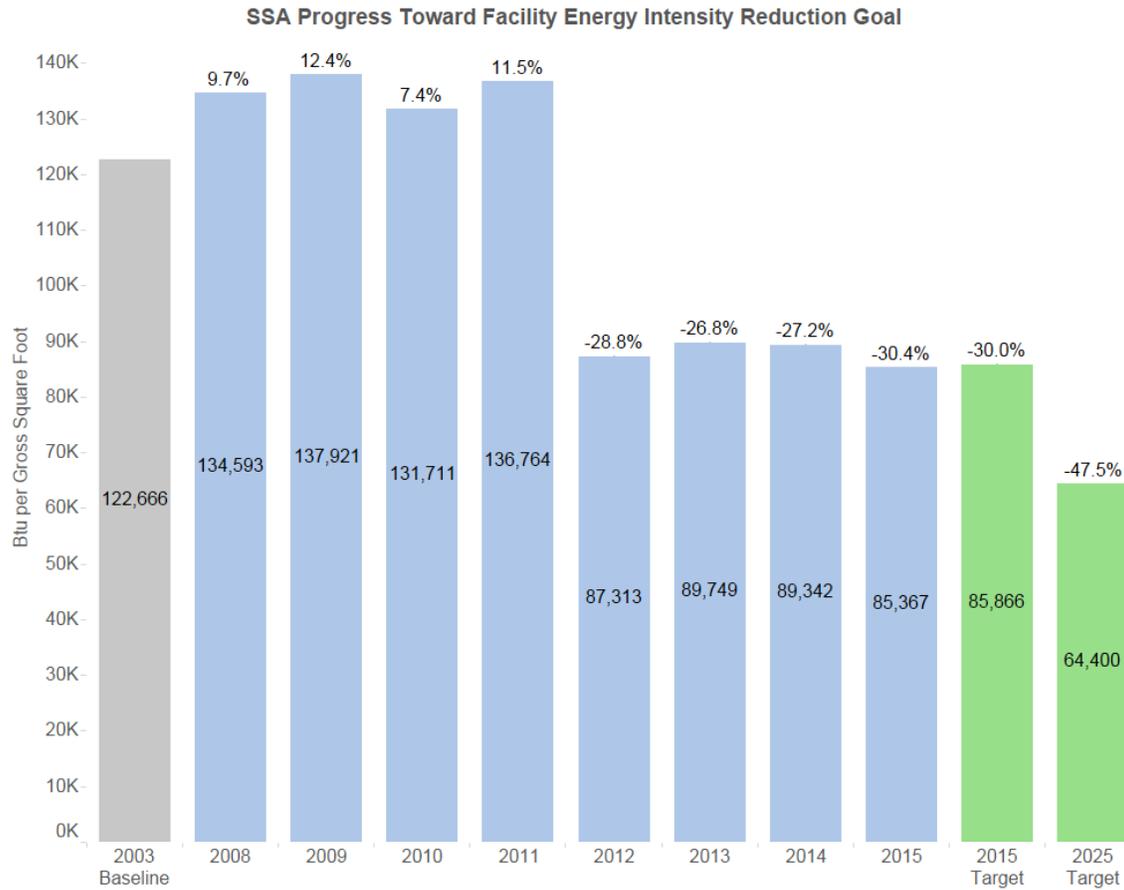| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Reduce employee business ground travel.	No	This strategy is not a priority because employee ground travel accounts for only 1.1 percent of total GHGs (1.6 percent of Scope 3 emissions).	
Reduce employee business air travel.	No	Employee business travel in SSA is limited to business essential. Our emissions due to business air travel have been halved since FY 2008. Since we do not anticipate significant declines beyond this level, this is no longer a priority focus.	
Develop and deploy an employee commuter emissions reduction plan.	Yes	The focus of our employee commuter reduction plan is to increase telework as described below.	A continued increase in the number of employees teleworking regularly in FY 2016 and 2017.
Use an employee commuting survey to identify opportunities and strategies for reducing commuter emissions.	Yes	We conducted the GSA Carbon Footprint Tool Scope 3 Commuter Survey in FY 2012 and FY 2015 to identify the most appropriate strategies for reducing commuter emissions. The analysis concluded that teleworkis the best strategy to reduce commuting emissions. We plan to conduct the survey every other year to continue informing our strategies for reducing commuter emissions.	GSA Carbon Footprint Tool Scope 3 Commuter Survey conducted in FY 2017.
Increase & track number of employees eligible for telework and/or the total number of days teleworked.	Yes	Due to an agreement we reached with our unions on expanding our telework program, the number of employees who telework on a regular basis (as distinct from episodic telework) increased by 77 percent from FY 2014 to FY 2015. Our GHG emissions due to commuting fell by nearly 9 percent as a result. We expect participation in telework to continue to increase in the near future.	A continued increase in the number of employees teleworking regularly in FY 2016 and 2017.
Develop and implement a program to support alternative/zero emissions commuting methods and provide necessary infrastructure.	Yes	We will explore different approaches being used by other government agencies and the private sector to provide charging infrastructure to employees, and choose the best one to pilot.	An approach to workplace charging chosen by the end of CY 2017.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Establish policies and programs to facilitate workplace charging for employee electric vehicles.	Yes	We will explore different approaches being used by other government agencies and the private sector to using fees to cover the costs of offering charging for employee vehicles, and choose the best one to pilot.	An approach to charge fees to cover the costs of offering charging for employee vehicles chosen by the end of CY 2017.
Include requirements for building lessor disclosure of carbon emission or energy consumption data and report Scope 3 GHG emissions for leases over 10,000 rentable square feet.	N/A	We already receive energy consumption data for all of our delegated facilities.	

Goal 2: Sustainable Buildings

Building Energy Conservation Goal

The Energy Independence and Security Act of 2007 (EISA) requires each agency to reduce energy intensity 30 percent by FY 2015 as compared to FY 2003 baseline. Section 3(a) of EO 13693 requires agencies to promote building energy conservation, efficiency, and management and reduce building energy intensity by 2.5 percent annually through the end of FY 2025, relative to a FY 2015 baseline and taking into account agency progress to date, except where revised pursuant to Section 9(f) of EO 13693.

Chart: Progress Toward Facility Energy Intensity Reduction Goal

SSA Progress Toward Facility Energy Intensity Reduction Goal

We are proud to meet the EO 13514 goal to reduce energy intensity by 30 percent in FY 2015 from FY 2003. We will continue to work hard to reduce our consumption of fossil fuels to accomplish the new goals of EO 13693.

Building Energy Conservation Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Make energy efficiency investments in agency buildings.	Yes	We will continue to request funding to perform energy audits when due, and implement the identified measures to improve energy efficiency.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Use remote building energy performance assessment auditing technology	No	We have no plans at this time to use remote building energy performance assessment technology.	

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Participate in demand management programs.	Yes	The Northeastern Program Service Center participates in a demand management program during winter months.	The Northeastern Program Service Center will continue participating in a demand management program.
Incorporate Green Button data access system into reporting, data analytics, and automation processes.	No	An FY 2015 evaluation found that it is not feasible to incorporate "Green Button" data analytics and automation processes. Only two of SSA's 25 energy utilities participate in the program.	
Redesign interior space to reduce energy use through daylighting, space optimization, and sensors and control systems.	No	We have installed daylighting, sensors and control systems, but we do not redesign interior space specifically for that reason. Daylighting, space optimization, sensors and control systems are always incorporated into our major renovation projects. We have no efforts planned for FY 2017 related to this strategy.	
Identify opportunities to transition test-bed technologies to achieve energy reduction goals.	Yes	We identified several test beds for new lighting technologies using light-emitting diodes that were successful. We will continue to use this strategy to identify and implement energy efficiency measures to meet the energy intensity reduction goal.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Follow city energy performance benchmarking and reporting requirements.	No	This is not among our top strategies.	
Install and monitor energy meters and sub-meters.	Yes	We will continue to add smart meters to identify areas where we can reduce our energy and water usage.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Collect and utilize building and facility energy use data to improve building energy management and performance.	Yes	We use and will continue to use building and facility energy use data to improve building energy management and performance.	EPA's Energy Star Portfolio Manager used to analyze building energy management data.
Ensure that monthly performance data is entered into the EPA ENERGY STAR Portfolio Manager.	Yes	We will continue to enter monthly performance data into the EPA Energy Star Portfolio Manager. To do so, we will assign additional personnel from HQ and the delegated sites, and train personnel as needed.	Performance data entered into Portfolio Manager.

Building Efficiency, Performance, and Management Goal

Section 3(h) of EO 13693 states that agencies will improve building efficiency, performance, and management and requires that agencies identify a percentage of the agency's existing buildings above 5,000 gross square feet intended to be energy, waste, or water net-zero buildings by FY 2025 and implementing actions that will allow those buildings to meet that target.
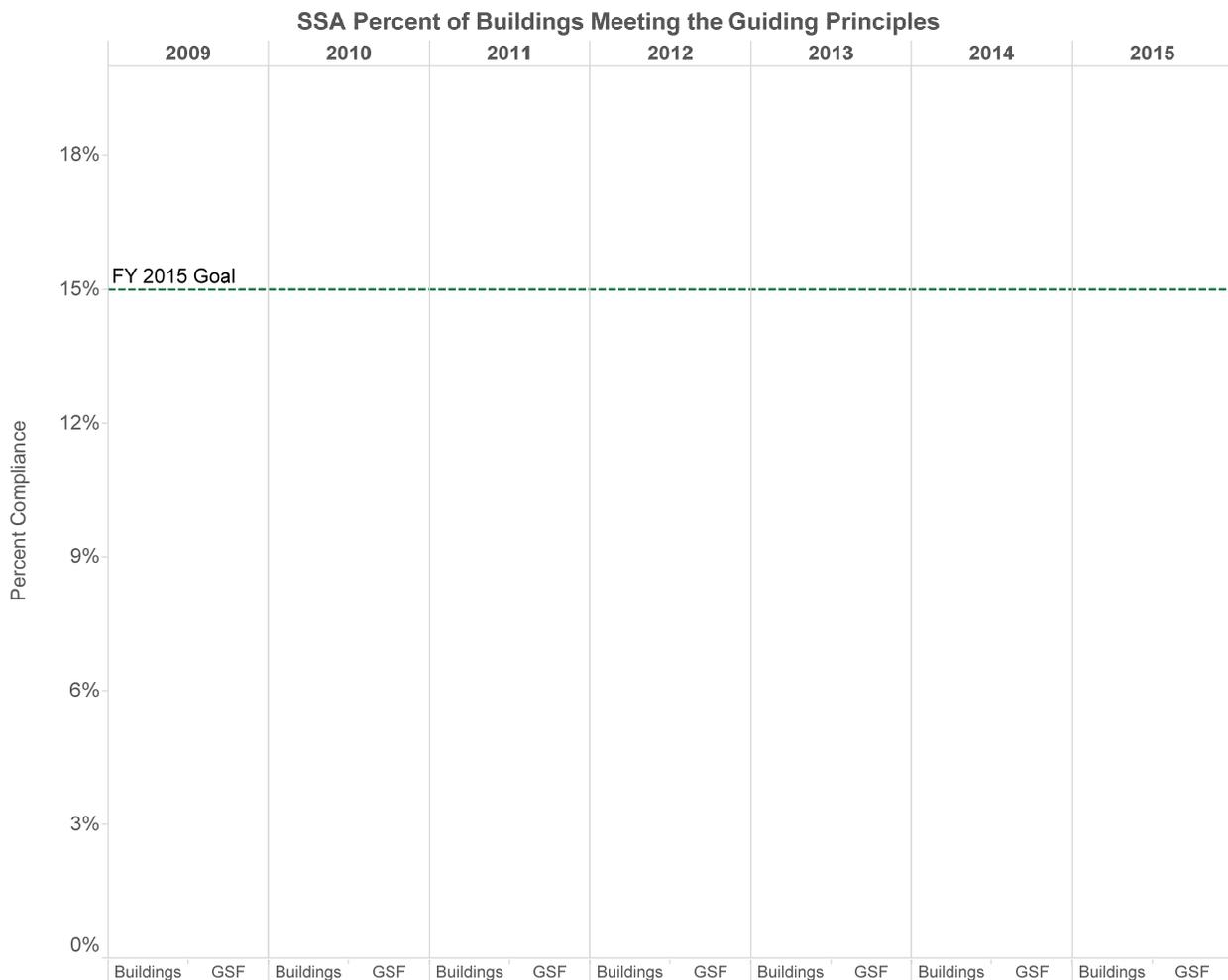
The Social Security Administration's 2025 target is 54 percent (HQ buildings) of SSA delegated gross square foot of buildings for net-zero waste by using Baltimore's Waste to Energy Facility.

Guiding Principles for Sustainable Federal Buildings

Section 3(h) of EO 13693 also states that agencies will identify a percentage, by number or total GSF, of existing buildings above 5,000 GSF that will comply with the *Guiding Principles for Sustainable Federal Buildings (Guiding Principles)* by FY 2025.

The Social Security Administration's FY 2025 target is 15 percent of the total GSF of delegated facilities.

Chart: Percent of Buildings Meeting the Guiding Principles

SSA Percent of Buildings Meeting the Guiding Principles

Our delegated facilities comply with almost all of the Guiding Principles criteria for existing buildings. We will continue to evaluate ways to meet additional criteria.

Sustainable Buildings Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Include climate resilient design and management into the operation, repair, and renovation of existing agency buildings and the design of new buildings.	Yes	We are currently including climate resilient design as part of asset planning at our facility in California (seismic retrofit) that will conform to GSA's Seismic Requirements for Leased Buildings. GSA began the procurement process in May 2016.	Seismic retrofit included in the construction contract awarded in July 2016.
In planning new facilities or leases, include cost-effective strategies to optimize sustainable space utilization and consideration of existing community transportation planning and infrastructure, including access to public transit.	N/A	This does not apply since all of our delegated facilities are GSA leases and we do not construct new buildings.	
Ensure all new construction of Federal buildings greater than 5,000 GSF that enters the planning process be designed to achieve energy net-zero and, where feasible, water or waste net-zero by FY 2030.	N/A	This does not apply since all of our delegated facilities are GSA leases and we do not construct new buildings.	
Include criteria for energy efficiency as a performance specification or source selection evaluation factor in all new agency lease solicitations over 10,000 rentable square feet.	N/A	This does not apply since all SSA delegated facilities are GSA leases, and no more leases for delegated facilities are planned.	
Incorporate green building specifications into all new construction, modernization, and major renovation projects.	Yes	Any new construction, modernization, and major renovation projects performed on behalf of SSA is handled by GSA. Should any such activities occur in the future, we will work with GSA to incorporate green building specifications.	Green building specifications incorporated into any new construction and major renovation projects done for SSA by GSA, if GSA concurs.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Implement space utilization and optimization practices and policies.	N/A	This is not applicable to the set of facilities delegated to SSA by GSA because: (1) reducing the space occupied by these facilities by consolidating offices or eliminating leases is not relevant; (2) reducing the size of offices and/or work spaces is not relevant, since such measures will not reduce the overall footprint of the buildings; and (3) there is no unneeded space or real property for disposal among the delegated facilities.	
Implement programs on occupant health and well-being in accordance with the *Guiding Principles.*	Yes	We have installed bottle-filling stations in buildings on the HQ campus to promote easier access to potable water and to reduce water waste and bottle recycling.	We will continue to assess the needs for additional bottle filling stations throughout the campus.

Goal 3: Clean & Renewable Energy

Clean Energy Goal

EO 13693 Section 3(b) requires that, at a minimum, the percentage of an agency's total electric and thermal energy accounted for by renewable and alternative energy shall be not less than: 10 percent in FY 2016-17; 13 percent in FY 2018-19; 16 percent in FY 2020-21; 20 percent in FY 2022-23; and 25 percent by FY 2025.

Renewable Electric Energy Goal

EO 13693 Section 3(c) requires that renewable energy account for not less than 10 percent of total electric energy consumed by an agency in FY 2016-17; 15 percent in FY 2018-19; 20 percent in FY 2020-21; 25 percent in FY 2022-23; and 30 percent by 2025.

Chart: Use of Renewable Energy as a Percentage of Total Electric Energy

SSA Use of Renewable Energy as a Percentage of Total Electric Energy

We are proud to have 19.5 percent of our total electricity consumption come from renewable sources in FY 2015, exceeding the goal of 10 percent.

Clean and Renewable Energy Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install agency-funded renewable on-site and retain corresponding renewable energy certificates (RECs).	No	We worked closely with our ESPC contractor to evaluate various renewable energy projects in the past year, such as PV and wind, and determined that the return on investment is too lengthy to warrant the capital investment.	

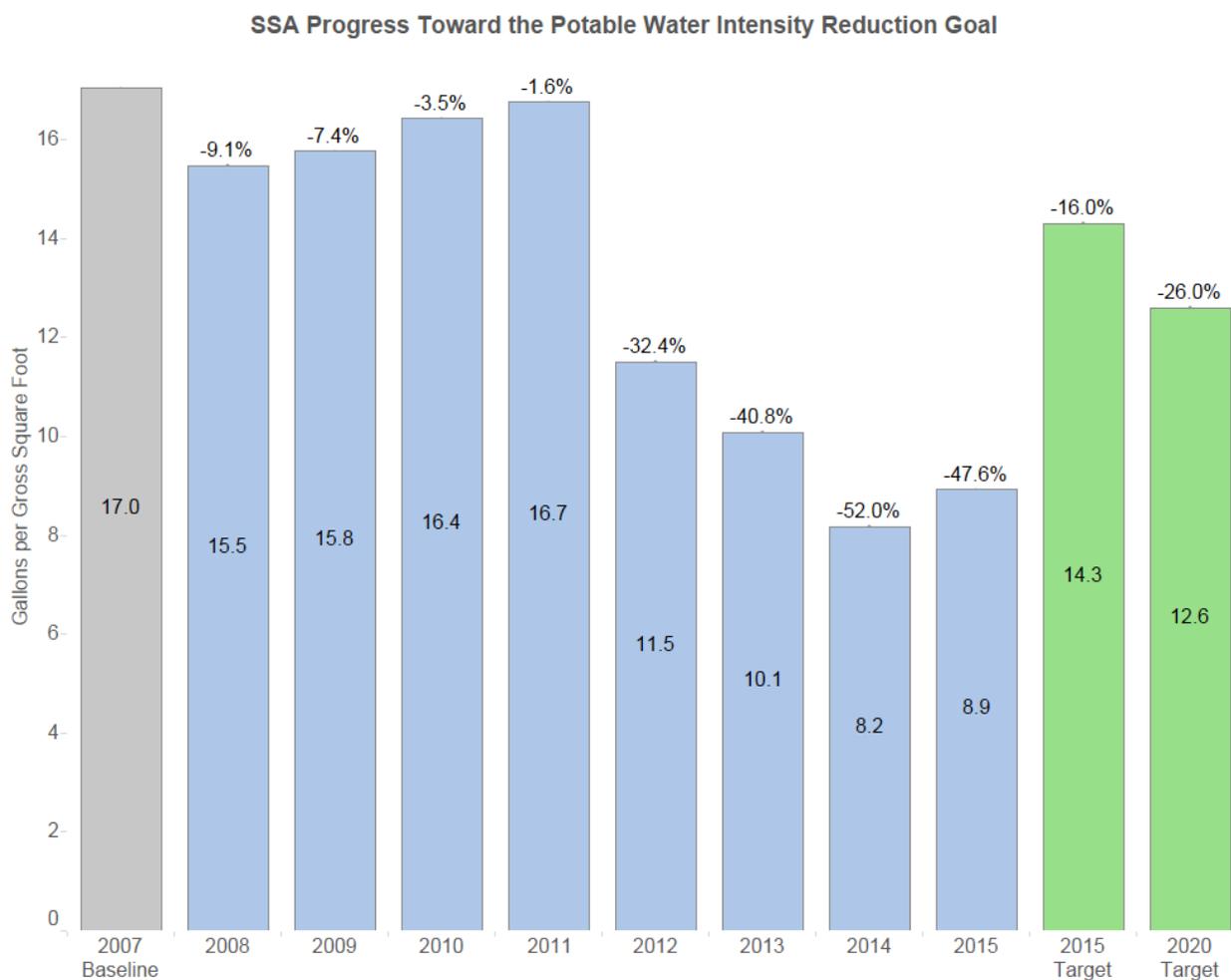| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Contract for the purchase of energy that includes installation of renewable energy on or off-site and retain RECs or obtain replacement RECs.	No	We have no plans to include installation of renewable energy, on or off-site, as part of our energy purchases.	
Purchase electricity and corresponding RECs or obtain equal value replacement RECs.	Yes	We include green energy purchases (electricity from renewable sources plus the associated RECs) as part of our electricity purchases to meet annual targets for renewable energy. As electrical contracts expire, we will continue to purchase electricity and their associated RECs.	At least 10 percent of total electricity use will come from renewable electricity sources in FY 2016 and FY 2017.
Purchase RECs to supplement installations and purchases of renewable energy, when needed to achieve renewable goals.	Yes	As needed to meet annual targets for renewable energy, we purchase RECs through GSA as part of our electricity purchases. We direct GSA to purchase RECs from projects no older than ten years.	At least 10 percent of total electricity use will come from renewable electricity sources in FY 2016 and FY 2017.
Install on-site thermal renewable energy and retain corresponding renewable attributes or obtain equal value replacement RECs.	No	We have no plans to install thermal renewable energy in the next 12-18 months.	
Install on-site combined heat and power (CHP) processes.	Yes	Following discussions on combined heat and power at our energy meetings, we will begin planning and request funding for an additional CHP project, to be installed in FY 2018.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Identify opportunities to install on-site fuel cell energy systems.	No	We have no plans to identify opportunities to install on-site fuel cell energy systems in the next 12 – 18 months.	
Identify opportunities to utilize energy that includes the active capture and storage of carbon dioxide emissions associated with energy generation.	N/A	This is not applicable because SSA does not perform energy generation outside of backup generation and renewable energy projects.	
Identify and analyze opportunities to install or contract for energy installed on current or formerly contaminated lands, landfills, and mine sites.	N/A	SSA does not have land applicable to this goal.	
Identify opportunities to utilize energy from small modular nuclear reactor technologies.	N/A	SSA does not operate in a location where this technology would be appropriate.	

Goal 4: Water Use Efficiency & Management

Potable Water Consumption Intensity Goal

EO 13693 Section 3(f) states that agencies must improve water use efficiency and management, including stormwater management, and requires agencies to reduce potable water consumption intensity, measured in gallons per square foot, by 2 percent annually through FY 2025 relative to an FY 2007 baseline. A 36 percent reduction is required by FY 2025.

Industrial, Landscaping and Agricultural (ILA) Water Goal

EO 13693 section 3(f) also requires that agencies reduce ILA water consumption, measured in gallons, by 2 percent annually through FY 2025 relative to a FY 2010 baseline.

Chart: Progress Toward the Potable Water Intensity Reduction Goal

SSA Progress Toward the Potable Water Intensity Reduction Goal

Year	Gallons per Gross Square Foot	Percent
2007 Baseline	17.0	
2008	15.5	-9.1%
2009	15.8	-7.4%
2010	16.4	-3.5%
2011	16.7	-1.6%
2012	11.5	-32.4%
2013	10.1	-40.8%
2014	8.2	-52.0%
2015	8.9	-47.6%
2015 Target	14.3	-16.0%
2020 Target	12.6	-26.0%

Water Use Efficiency & Management Strategies

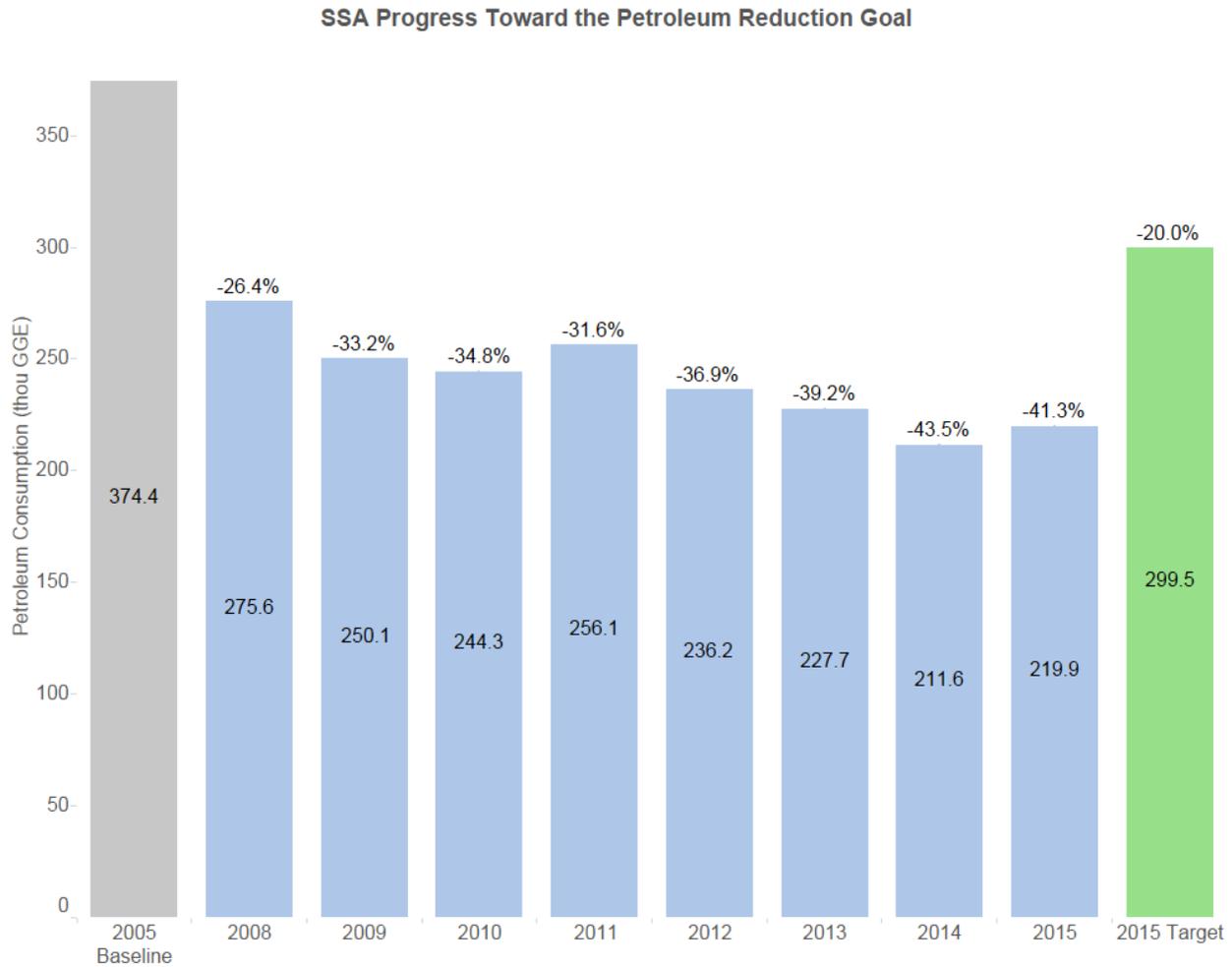| Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Install green infrastructure features to assist with storm and wastewater management.	No	We have no plans in the next 12 – 18 months to install green infrastructure features to manage stormwater or wastewater.	
Install and monitor water meters and utilize data to advance water conservation and management.	Yes	We have installed water metering for irrigation and potable water use. We are performing metering studies with GSA to add smart meters where needed.	Potable water intensity reduced by at least 18 percent in FY 2016, from the FY 2007 baseline, and 20 percent in FY 2018.
Install high efficiency technologies, e.g. WaterSense fixtures.	No	SSA completed an ESPC project at our HWSSC facility in FY 2015 that included installation of high-efficiency water technologies.	
Prepare and implement a water asset management plan to maintain desired level of service at lowest life cycle cost.	Yes	Our current operations and maintenance program continues to use a water asset management plan to maintain desired level of service at lowest life cycle cost.	Potable water intensity reduced by at least 18 percent in FY 2016, from the FY 2007 baseline, and 20 percent in FY 2018.
Minimize outdoor water use and use alternative water sources as much as possible.	Yes	We reclaim condensate water, ground water seepage, and rainwater for reuse as gray water and landscaping irrigation at our Harold Washington Social Security Center and Western Program Service Center. At HQ, we have water sensors as part of our irrigation system and only irrigate the lawns in the front of the facility.	Potable water intensity reduced by at least 18 percent in FY 2016, from the FY 2007 baseline, and 20 percent in FY 2018.
Design and deploy water closed-loop, capture, recharge, and/or reclamation systems.	No	We have no plans in the next 12 – 18 months to design or deploy any additional water closed-loop, capture, recharge, and/or reclamation systems.	
Install advanced meters to measure and monitor potable and ILA water use.	Yes	We have already installed water metering for irrigation and potable water use, however, we are performing advanced metering studies to determine if any additional meters can be beneficial. We do not have any agricultural or industrial water use.	ILA water intensity reduced by at least 12 percent in FY 2016, from FY 2010 baseline, and 14 percent in FY 2017.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop and implement programs to educate employees about methods to minimize water use.	No	We have minimized the risk of water waste by installing high efficiency equipment throughout our facilities. We have trained our HVAC employees on how to minimize water usage.	
Assess the interconnections and dependencies of energy and water on agency operations, particularly climate change's effects on water which may impact energy use.	No	We have no plans to assess the interconnections and dependencies of energy and water on agency operations that may impact energy use or the potential effects of climate change.	
Consistent with State law, maximize use of grey-water and water reuse systems that reduce potable and ILA water consumption.	No	This is not among our top strategies.	
Consistent with State law, identify opportunities for aquifer storage and recovery to ensure consistent water supply availability.	No	This is not among our top strategies.	
Ensure that planned energy efficiency improvements consider associated opportunities for water conservation.	Yes	As we plan energy efficiency improvements, we always consider opportunities for water conservation.	Potable water intensity reduced by at least 18 percent in FY 2016, from the FY 2007 baseline, and 20 percent in FY 2018.
Where appropriate, identify and implement regional and local drought management and preparedness strategies that reduce agency water consumption	No	This is not among our top strategies.	

Goal 5: Fleet Management

Fleet Petroleum Use Reduction Goal

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

Chart: Progress Toward the Petroleum Reduction Goal

SSA Progress Toward the Petroleum Reduction Goal

Fleet Alternative Fuel Consumption Goal

Agencies should have exceeded an alternative fuel use that is at least 5 percent of total fuel use. In addition, EO 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, required that agencies increase total alternative fuel consumption by 10 percent annually from the prior year starting in FY 2005. By FY 2015, agencies must have increased alternative fuel use by 159.4 percent, relative to FY 2005.
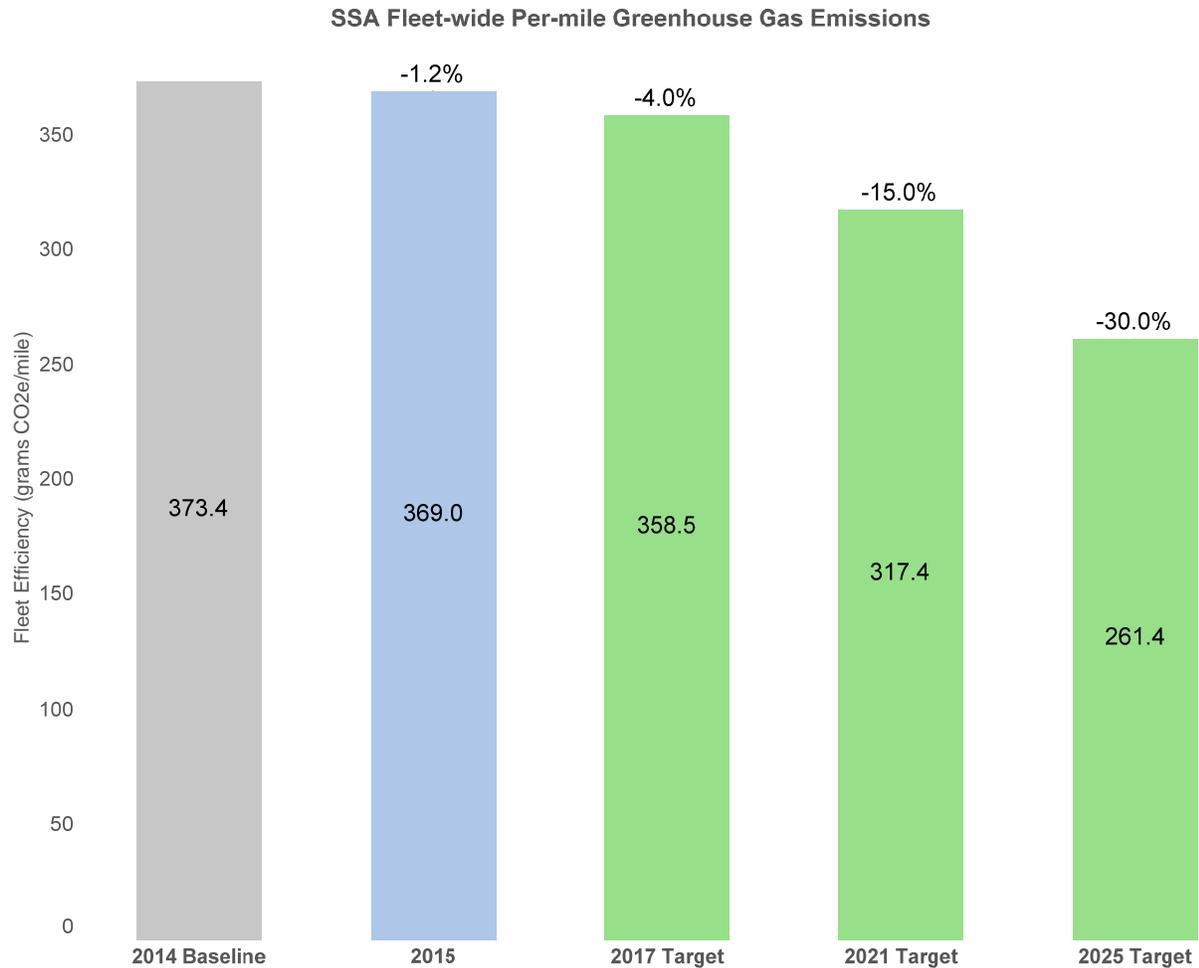
In FY 2015, SSA's use of alternative fuel equaled 20.1 percent of total fuel use. We have increased our alternative fuel use by 2111 percent since FY 2005.

Fleet Per-Mile Greenhouse Gas (GHG) Emissions Goal

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

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

Chart: Fleet-wide Per-mile GHG Emissions

SSA Fleet-wide Per-mile Greenhouse Gas Emissions

	2014 Baseline	2015	2017 Target	2021 Target	2025 Target
Percent change		-1.2%	-4.0%	-15.0%	-30.0%
Fleet Efficiency (grams CO2e/mile)	373.4	369.0	358.5	317.4	261.4

Fleet Management Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Collect and utilize agency fleet operational data through deployment of vehicle telematics.	Yes	In FY 2016, we will procure ten devices and test the reliability of the system for two months to ensure that all required data is captured. Once system reliability is validated, we will proceed to procure the remaining devices.	Vehicle Category II telematics procured in FY 2016.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure that agency annual asset-level fleet data is properly and accurately accounted for in a formal Fleet Management Information System (FMIS) as well as submitted to the Federal Automotive Statistical Tool reporting database (FAST), the Federal Motor Vehicle Registration System, and the Fleet Sustainability Dashboard (FleetDASH) system.	No	This is not a priority moving forward because we already use as our primary FMIS GSA's "Fleet Drive Thru" system, which enables us to feed data into the Federal Motor Vehicle Registration System (FMVRS), FAST, and FleetDASH.	
Increase acquisitions of zero emission and plug-in hybrid vehicles.	No	We procured two PHEVs so far in FY 2016, but we have not yet set a target for the next 12 – 18 months.	
Issue agency policy and a plan to install appropriate charging or refueling infrastructure for zero emission or plug-in hybrid vehicles and opportunities for ancillary services to support vehicle-to-grid technology.	Yes	We are beginning discussions with all stakeholders to gauge interest and discuss how to implement this policy.	An approach to workplace charging chosen by the end of CY 2017.
Optimize and right-size fleet composition, by reducing vehicle size, eliminating underutilized vehicles, and acquiring and locating vehicles to match local fuel infrastructure.	Yes	We regularly review our mission needs and vehicle utilization to right-size our fleet and will continue to do so through vehicle utilization surveys, and quarterly meetings with our Fleet Liaison's. We have reduced our fleet from 534 to 458 vehicles since 2005, a reduction of more than 14 percent.	100 percent of new acquisitions will match local infrastructure, confirmed through use of the Alternative Fueling Station Locator System.
Increase utilization of alternative fuel in dual-fuel vehicles.	Yes	We have placed alternative fuel vehicles (AFVs) in areas where AFV fueling stations are within 5 miles or 15 minutes of the garage zip code. We are placing low-GHG vehicles, PHEVs, and/or electric vehicles in areas where there is no access to E85. We review FleetDASH reports to determine if additional opportunities exist to utilize alternative fuel.	100 percent of new acquisitions will match local infrastructure, confirmed through use of the Alternative Fueling Station Locator System.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use a FMIS to track real-time fuel consumption throughout the year for agency-owned, GSA-leased, and commercially-leased vehicles.	No	We have already effectively integrated FMIS into our fleet management strategies.	
Implement vehicle idle mitigation technologies.	Yes	Starting in FY 2016, we are installing vehicle telematics to capture idling data.	We will compare this data against the recommended MPG for each vehicle and implement process changes where appropriate.
Minimize use of law enforcement (LE) exemptions by implementing GSA Bulletin FMR B-33, *Motor Vehicle Management, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets.*	Yes	We classified our LE vehicles as Category II vehicles, reducing the number of LE exemptions by 60 percent in FY 2016 so far, from FY 2015. We plan to replace all vehicles that had been given an LE exemption with compliant low-GHG-emitting vehicles, as the vehicles come up for replacement.	LE exemptions in FY 2017 lower than in FY 2016.
Where State vehicle or fleet technology or fueling infrastructure policies are in place, meet minimum requirements.	No	While important, this is not among our top strategies.	
Establish policy/plan to reduce miles traveled, e.g. through vehicle sharing, improving routing with telematics, eliminating trips, improving scheduling, and using shuttles, etc.	Yes	We have a robust shuttle system between the facilities constituting our HQ, reducing unnecessary travel by government-owned vehicles. Regional employees visiting HQ also have shuttle options, which lowers the total miles travelled by rental vehicles. In addition, we collaborated with the Center for Medicare and Medicaid Services to provide a ride sharing service between our offices in the metropolitan Baltimore and Washington, DC areas.	Fleet-wide grams of $CO_2(e)$ per mile travelled reduced by 4 percent in FY 2017, from the FY 2014 baseline.

Goal 6: Sustainable Acquisition

Sustainable Acquisition Goal

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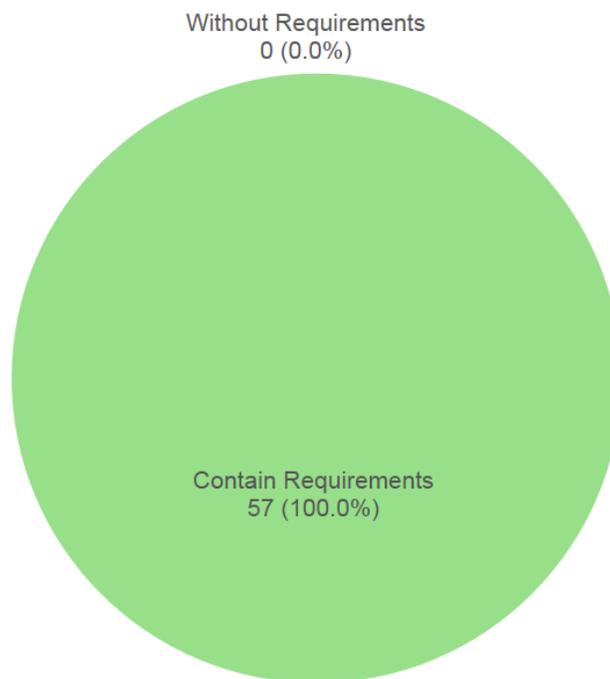
Biobased Purchasing Targets

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

For FY 2017, SSA established a biobased purchasing target of 10 contracts and $10,561,000 in biobased products to be delivered.

Chart: Percent of Applicable Contracts Containing Sustainable Acquisition Requirements

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

Without Requirements
0 (0.0%)

Contain Requirements
57 (100.0%)

Total Number of Contracts Reviewed: 57

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

Sustainable Acquisition Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Establish and implement policies to meet statutory mandates requiring purchasing preference for recycled content products, ENERGY STAR qualified and FEMP-designated products, and Biopreferred and biobased products designated by USDA.	Yes	We currently meet statutory mandates requiring purchase preference for recycled content products, Energy Star® qualified and FEMP-designated products, and Biopreferred and biobased products designated by USDA and will continue to do so. We include the applicable Federal Acquisition Regulation (FAR) policy and clause prescriptions in our Green Purchasing Plan (Plan). We ensure appropriate FAR clause inclusion during quarterly sustainable acquisition reviews and semi-annual acquisition management reviews.	Quarterly sustainable acquisition reviews and semi-annual acquisition management reviews conducted through June 2017.
Establish and implement policies to purchase sustainable products and services identified by EPA programs, including Significant New Alternative Policy (SNAP), WaterSense, Safer Choice, and Smart Way.	Yes	We were recognized by the EPA's Safer Choice Program as a 2016 Partner of the Year. We currently require purchasing preference for sustainable products and services identified by EPA programs, including SNAP, and WaterSense and we will continue to do so. We include applicable FAR policy and clause prescriptions in our Plan. We ensure appropriate FAR clause inclusion during quarterly sustainable acquisition reviews and semi-annual acquisition management reviews. We will update our Plan to include Safer Choice labeled and Smart Way transport partners in sustainable products and services.	1. Quarterly sustainable acquisition reviews and semi-annual acquisition management reviews conducted through June 2017. 2. SSA Green Purchasing Plan updated by December 30, 2016. 3. Updates to the Plan announced, and the Plan re-introduced through targeted training by February 28, 2017.
Establish and implement policies to purchase environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA.	No	We will continue to focus on improving the procurement of environmentally preferable products and services that meet or exceed specifications, standards, or labels recommended by EPA. We will refer to EPA's interim recommendations until EPA's Draft Guidelines for Environmental Performance Standards for Ecolabels for Voluntary Use in Federal Procurement are finalized.	By December 30, 2016, analyze and consider updating the Plan to incorporate EPA's interim environmentally preferable products and services that meet or exceed specifications, standards, or label recommendations.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use Category Management Initiatives and government-wide acquisition vehicles that already include sustainable acquisition criteria.	No	We require contracting staff and micropurchasers to first consider procuring sustainable office supplies from indefinite-delivery indefinite-quantity contracts with the Federal Strategic Sourcing Initiatives before procuring items from any other source, and we will continue to do so. We will also encourage the use of category management initiatives that already include sustainable acquisition criteria. During FYs 2016 and 2017, we will work with SSA category management officials to determine sustainable acquisition criteria category management and strategic sourcing policy, concentrating on delivery services, maintenance, repair and operations services, and janitorial and sanitation services.	Sustainable acquisition criteria category management and strategic sourcing policy determined in FYs 2016 and 2017.
Ensure contractors submit timely annual reports of their BioPreferred and biobased purchases.	No	Not a priority focus because we already verify contractor annual Biopreferred product reports in the System for Award Management (SAM) and will continue to ensure that applicable contractors submit their annual Biopreferred product reports in SAM.	
Reduce copier and printing paper use and acquiring uncoated printing and writing paper containing at least 30 percent postconsumer recycled content or higher.	Yes	Our Plan requires the acquisition of paper containing at least 30 percent postconsumer recycled content. Our Electronics Stewardship Plan requires that all printers contain and enable duplex printing functions.	Quarterly sustainable acquisition reviews and semi-annual acquisition management reviews conducted through December 2017.
Identify and implement corrective actions to address barriers to increasing sustainable acquisitions.	Yes	We will continue to address barriers to increasing sustainable acquisition by training agency contracting staff and discussing corrective actions found during quarterly sustainable acquisition reviews and semi-annual acquisition management reviews.	Training conducted and corrective actions discussed through December 2017 during: (1) quarterly sustainable acquisition reviews, (2) semi-annual acquisition management reviews, and (3) targeted sustainable acquisition training.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Improve quality of data and tracking of sustainable acquisition through the Federal Procurement Data System (FPDS).	Yes	We monitor FPDS data quality, including sustainable acquisition data, through quarterly sustainable acquisition reviews, semi-annual acquisition management reviews, and annual FPDS data quality reviews and will continue to do so. We will continue to direct contracting staff to take corrective actions when we find inaccurate FPDS data.	Training conducted and corrective actions discussed through December 2017 during: (1) quarterly sustainable acquisition reviews, (2) semi-annual acquisition management reviews, (3) annual FPDS data quality reviews, and (4) targeted sustainable acquisition training.
Incorporate compliance with contract sustainability requirements into procedures for monitoring contractor past performance and report on contractor compliance in performance reviews.	Yes	We issue regular Contractor Performance Assessment Reporting System (CPARS) reminders to contracting staff. FAR Case 2014-010, effective June 8, 2015, employed the evaluation of sustainability compliance in contractor performance reviews. We follow the FAR guidance and will continue to report sustainability compliance with CPARS. We will further supplement the FAR guidance by updating agency-specific CCPARS, acquisition policy Handbook, and Plan guidance to include sustainability compliance as an assessment factor by December 31, 2016.	CPARS, acquisition policy Handbook, and Plan guidance updated to include sustainability compliance as an assessment factor by December 31, 2016.
Review and update agency specifications to include and encourage products that meet sustainable acquisition criteria.	NA	We do not develop or maintain any agency-specific specifications.	
Identify opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	Yes	We will investigate how to locate opportunities to reduce supply chain emissions and incorporate criteria or contractor requirements into procurements.	A plan developed to introduce supply chain emission reduction criteria into agency procurements with the Office of Facilities and Supply Management.

Goal 7: Pollution Prevention & Waste Reduction

Pollution Prevention & Waste Reduction Goal

EO 13693 section 3(j) requires that Federal agencies advance waste prevention and pollution prevention and to annually divert at least 50 percent of non-hazardous construction and demolition debris. Section 3(j)(ii) further requires agencies to divert at least 50 percent of non-hazardous solid waste, including food and compostable material, and to pursue opportunities for net-zero waste or additional diversion.

Reporting on progress toward the waste diversion goal will begin with annual data for FY 2016.

Pollution Prevention & Waste Reduction Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Report in accordance with the requirements of sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C 11001-11023).	Yes	We are in full compliance with all EPCRA reporting requirements, and will continue to report as required.	Report as required for 2017.
Reduce or minimize the quantity of toxic and hazardous chemicals acquired, used, or disposed of, particularly where such reduction will assist the agency in pursuing agency greenhouse gas reduction targets.	Yes	We developed a waste minimization and chemical storage plan to reduce the quantity of chemicals used at the HQ campus. We developed a waste minimization workgroup to improve chemical purchasing, storage and minimization strategies.	The waste minimization workgroup continued seeking ways to improve strategies for chemical purchasing, storage, and minimization in FY 2017.
Eliminate, reduce, or recover refrigerants and other fugitive emissions.	Yes	We use refrigerant recovery systems at all of our delegated facilities. We will continue to track fugitive emissions and make changes and repairs as necessary.	Emissions of HFCs reported in the FY 2016 and FY 2017 SSA GHG inventory.
Reduce waste generation through elimination, source reduction, and recycling.	Yes	We will continue to research additional ways to increase our recycling.	A minimum of 50 percent diversion of non-hazardous solid waste in FY 2016 and FY 2017.
Implement integrated pest management and improved landscape management practices to reduce and eliminate the use of toxic and hazardous chemicals and materials.	N/A	We already completed this strategy. We require pest control contractors to implement Integrated Pest Management practices, and will continue to review all relevant agency contracts to ensure they include language requiring the proper implementation of pest management.	

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop or revise Agency Chemicals Inventory Plans and identify and deploy chemical elimination, substitution, and/or management opportunities.	Yes	We developed a waste minimization and chemical storage plan to reduce the quantity of chemicals used at the HQ campus. We also formed a chemical safety committee to identify redundant chemicals, reduce hazardous chemicals, and improve purchasing practices.	The chemical safety committee continued working through FY 2017.
Inventory current HFC use and purchases.	Yes	We will continue to inventory HFC use and purchases, and all new contracts that involve HFCs will include a requirement for the contractor to provide quantities of HFCs used.	HFC use and purchases inventoried annually.
Require high-level waiver or contract approval for any agency use of HFCs.	No	This is not among our top strategies.	
Ensure HFC management training and recycling equipment are available.	Yes	Training on the use of recycling equipment is mandatory for all HVAC personal and contract personal, both in house and contractors, and we will ensure that such training is part of any new contracts that involve HFCs.	All new HVAC employees provided with training on the use of recycling equipment.

Goal 8: Energy Performance Contracts

Performance Contracting Goal

EO 13693 section 3(k) requires that agencies implement performance contracts for Federal buildings. EO 13693 section 3(k)(iii) also requires that agencies provide annual agency targets for performance contracting.

SSA's commitment under the President's Performance Contracting Challenge is $20 million in contracts awarded by the end of calendar year 2016. Our targets for the next two fiscal years are:

      FY 2017: $ 5,000,000
      FY 2018: $ 9,000,000

These targets are based on an ESPC we initiated to modernize and enhance the efficiency of the electrical, plumbing, and HVAC systems in the Harold Washington Social Security Center in Chicago, Illinois. We expect to have reductions in our water and energy consumption, reducing utility costs significantly. This project brings natural gas to the building and includes installing a new, highly efficient central plant that uses condensing gas boilers, replacing air handlers, installing LED lighting, lighting controls, and much more. We anticipate awarding the ESPC in late FY 2016 or early FY 2017.

Chart: Progress Toward Target under the President's Performance Contracting Challenge

SSA Progress Toward Target under the President's Performance Contracting Challenge

PPCC Commitment: $20M

$20M

Additional Pipeline Investment: $0M

$18M

$16M

$14M

$12M

$10M

$20.4M

$8M

☐ In the Pipeline But Not Yet Awarded
☐ Awarded

$6M

$4M

$2M

Preliminary Data as of 3/15/2016

$0M

Performance Contracting Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Utilize performance contracting to meet identified energy efficiency and management goals while deploying life-cycle cost effective energy and clean energy technology and water conservation measures.	Yes	We use an ESPC contract to identify energy efficiency and management goals while deploying life-cycle cost effective energy and water efficiency measures and clean energy technologies. We will continue to use this strategy to identify and fund energy efficiency measures to meet our energy and water reduction goals. Our HQ ESPC is in the process of implementing the following measures: (1) installing a new hot water boiler at the National Computer Center; and (2) retrofitting lighting and retro-commissioning the HVAC in the Annex, East High, and East Low buildings. We plan to award another ESPC in late FY 2016 or early FY 2017 at our Harold Washington Social Security Center in Chicago.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Fulfill existing agency target/commitments towards the PPCC by the end of CY16.	Yes	We have fulfilled our performance contracting commitment of $20 million, by awarding $20.4 million in contracts.	SSA performance contracting commitment for FY 2106 has been fulfilled.
Evaluate 25 percent of agency's most energy intensive buildings for opportunities to use ESPCs/UESCs to achieve goals.	Yes	We complete energy audits as required by EISA §432. We use multiple procurement methods to award contracts to implement energy efficiency measures, including ESPCs and direct funding.	Energy audits completed as required under EISA §432.
Prioritize top ten portfolio wide projects which will provide greatest energy savings potential.	No	We already implemented those opportunities identified under the ESPC for our HQ campus that have the greatest potential for energy savings.	
Identify and commit to include onsite renewable energy projects in a percentage of energy performance contracts.	Yes	All future performance-based contracts for SSA-delegated facilities will evaluate the potential for renewable energy.	All future performance-based contracts for SSA-delegated facilities will evaluate the potential for renewable energy.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Submit proposals for technical or financial assistance to FEMP and/or use FEMP resources to improve performance contracting program.	No	We have no current plans to submit proposals for technical or financial assistance to FEMP and/or use FEMP resources to improve our performance contracting program.	
Work with FEMP/USACE to cut cycle time of performance contracting process, targeting a minimum 25 percent reduction.	No	We have no current plans to work with FEMP or USACE to cut the cycle time of our performance contracting process.	
Ensure agency legal and procurement staff are trained by the FEMP ESPC/UESC course curriculum.	No	This strategy is not a priority.	

Goal 9: Electronics Stewardship & Data Centers

Electronics Stewardship Goals

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

Agency Progress in Meeting Electronics Stewardship Goals

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

FY 2015 Progress: 100 percent

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

FY 2015 Progress: 100 percent of equipment has power management enabled.
0 percent of equipment has been exempted.

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

FY 2015 Progress: 100 percent

Data Center Efficiency Goal

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

Electronics Stewardship Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Use government-wide strategic sourcing vehicles to ensure procurement of equipment that meets sustainable electronics criteria.	Yes	We are incorporating the strategic sourcing requirements and specifications of the Office of Management and Budget (OMB) for laptops and desktops into agency blanket purchase agreement statements of work. We are also exploring other strategic sourcing vehicles and category management concepts we can incorporate into agency specific electronics acquisition policy.	(1) OMB Memorandum M-16-02 desktop and laptop specifications incorporated into agency blanket purchase agreement statements of work for new FY 2017 acquisitions; and (2) ways determined to incorporate strategic sourcing and category management concepts into print management, wireless, and information services acquisitions by the end of FY 2017.
Enable and maintain power management on all eligible electronics; measure and report compliance.	Yes	Power management is enabled on all computers and monitors.	Systems Installation and Integration Management Staff continue using our comprehensive reporting and auditing compliance system to ensure the continued use of power management features.
Implement automatic duplexing and other print management features on all eligible agency computers and imaging equipment; measure and report compliance.	Yes	Our Electronics Stewardship Plan requires that all printers are capable of duplex printing, and that the duplex printing function be enabled.	(1) All printers acquired capable of duplex printing; (2) duplex printing enabled on all eligible electronics; and (3) compliance monitored on an ongoing basis.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Ensure environmentally sound disposition of all agency excess and surplus electronics, consistent with Federal policies on disposal of electronic assets, and measure and report compliance.	Yes	We continue to follow the Federal Management Property Regulations for the donation, sale, and recycling of surplus electronics. We will continue to utilize a GSA contract for the recycling of all excess metal furniture and fixtures. We continually ensure the environmentally sound disposition of all excess or surplus electronic products via agency policies and procedures that do not allow disposition except through GSA Xcess, CFL, Unicor, or a certified recycler.	The environmentally sound disposition of 100 percent of agency excess or surplus electronic products.
Improve tracking and reporting systems for electronics stewardship requirements through the lifecycle: acquisition and procurement, operations and maintenance, and end-of-life management.	Yes	We dispose of all end-of-life electronics through GSA Xcess, Computers for Learning (CFL), Unicor, or certified recyclers.	Systems Installation and Integration Management Staff ensure the environmentally sound disposal of all excess or surplus electronic products on an ongoing basis in accordance with policies and procedures, which only allow disposition through GSA Xcess, CFL, Unicor, or a certified recycler.

Data Center Efficiency Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Develop, issue and implement policies, procedures and guidance for data center energy optimization, efficiency, and performance.	Yes	We are currently developing a Data Center Optimization Management strategy that conforms to the requirements of the Federal Information Technology Acquisition Reform Act (Federal Data Center Optimization Initiative).	- Energy Metering 100 percent - PUE ≤ 1.4 - Virtualization ≥ 4 - Server Utilization & Automated Monitoring ≥ 65 percent - Facility Utilization ≥ 80 percent
Install and monitor advanced energy meters in all data centers (by FY 2018) and actively manage energy and power usage effectiveness.	N/A	This is not applicable because it has already been achieved.	

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Minimize total cost of ownership in data center and cloud computing operations.	Yes	We aim to maximize our data center energy efficiencies by continuing to consolidate, virtualize and offer cloud services both internally and externally. The more equipment and digital services we can offer, the more efficiently the systems will operate. We are actively engaged in developing internal and external cloud services. We are developing chargeback and showback reporting that will allow us to better manage our information technology and electrical consumption. The ultimate goal is to offer cloud services to other Federal Departments and Agencies which will further allow us to maximize data center space and optimize energy consumption.	Energy intensity reduced 5 percent in FY 2017 from the FY 2015 baseline.
Identify, consolidate and migrate obsolete, underutilized and inefficient data centers to more efficient data centers or cloud providers; close unneeded data centers.	N/A	This is not applicable because it has already been achieved. We reduced the number of our data centers down to two co-processing data centers that are load-balanced and capable of recovering from disaster.	
Improve data center temperature and air-flow management to capture energy savings.	Yes	As we increase the amount of hardware and processing in the data center, we will work with facilities staff to optimize air-flow management by increasing inlet temperatures and maturing our convergent monitoring capabilities. We hope to increase inlet temperatures up to the optimal range of ~78°, as suggested by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, and reduce our PUE as much as possible.	PUE ≤ 1.4
Assign certified Data Center Energy Practitioner(s) to manage core data center(s).	Yes	Continue with our Data Center Optimization Management strategy to holistically manage and monitor our data center operations.	• Energy Metering 100 percent • PUE ≤ 1.4 • Virtualization ≥ 4 • Server Utilization & Automated Monitoring ≥ 65 percent • Facility Utilization ≥ 80 percent

Goal 10: Climate Change Resilience

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

EO 13693 Section 3(h)(viii) states that as part of building efficiency, performance, and management, agencies should incorporate climate-resilient design and management elements into the operation, repair, and renovation of existing agency buildings and the design of new agency buildings. In addition, Section 13(a) requires agencies to identify and address projected impacts of climate change on **mission critical** water, energy, communication, and transportation demands and consider those climate impacts in operational preparedness planning for major agency facilities and operations. Section 13(b) requires agencies to calculate the potential cost and risk to mission associated with agency operations that do not take into account such information and consider that cost in agency decision-making.

Climate Change Resilience Strategies

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Strengthen agency *external* mission, programs, policies and operations (including grants, loans, technical assistance, etc.) to incentivize planning for, and addressing the impacts of, climate change.	N/A	We have no such external programs relevant for incentivizing, planning for, and addressing the impacts of climate change.	
Update and strengthen agency *internal* mission, programs, policies, and operations to align with the Guiding Principles, including facility acquisition, planning, design, training, and asset management processes, to incentivize planning for and addressing the impacts of climate change.	Yes	To address the potential need to strengthen our programs, policies, and operations for resilience to climate change, in 2014 we conducted a survey of our delegated facilities regarding local weather-related problems facilities have already experienced, concerns facilities have for the future (including due to climate change), and facility contingency planning to address potential hazards. The responses identified a number of issues, including flooding, wildfire, and power outages. However, we also determined that our facilities are well prepared for weather-related problems, fire emergencies, and pandemic/infectious/communicable disease because of formal contingency processes. We do not anticipate new construction in the foreseeable future.	All COOPs and other relevant contingency plans reviewed according to their review cycle and updated as needed.

Strategy	Priority for FY 2017	Strategy Narrative	Targets and Metrics
Update emergency response, health, and safety procedures and protocols to account for projected climate change, including extreme weather events.	Yes	We will ensure that all of our contingency plans, such as Continuity of Operations Plans (COOPs), are reviewed during their regular review cycle to ensure they remain current as changes to the operational environment occur, or are anticipated to occur, including due to climate change. This will include human health and safety impacts due to climate change, such as unsafe air quality, unsafe heat index conditions, dangerous conditions from severe storms, and new disease threats due to an expanded range of vector borne diseases into the United States.	All COOPs and other relevant contingency plans reviewed according to their review cycle and updated as needed.
Ensure climate change adaptation is integrated into both agency-wide and regional planning efforts, in coordination with other Federal agencies as well as state and local partners, Tribal governments, and private stakeholders.	N/A	We do not participate in agency-wide or regional planning efforts.	
Ensure that vulnerable populations potentially impacted by climate change are engaged in agency processes to identify measures addressing relevant climate change impacts.	Yes	We already make our services available online so customers with mobility or health issues can obtain the assistance they need without visiting one of our field offices. We have provisions in place to ensure the continuity of web-based services in the event of disruptions to the electricity grid.	Continuity of web-based services assured on an ongoing basis, in the event of disruptions to the electricity grid.
Identify interagency climate tools and platforms used in updating agency programs and policies to encourage or require planning for, and addressing the impacts of, climate change.	Yes	We have used and will continue using (if GSA keeps it up to date) the adaptation planning module of the GSA Sustainable Facilities Tool (https://sftool.gov/), titled "How Federal Agency Adaptation Plans Address Vulnerabilities." We will continue to watch for additional interagency planning tools relevant to SSA that become available in the future.	Interagency tools used to develop our next climate change adaptation plan, due after the next quadrennial National Climate Assessment is issued (in 2018 or 2019).

Appendix 1: Fleet Management Plan and VAM Report

Developing a Fleet Management Plan is critical to an agency in defining and describing how the motor vehicle fleet serves its mission needs. A Fleet Management Plan is multi-year map of a systematic approach to vehicle acquisition, use, maintenance, refueling, and replacement. The plan should anticipate and account for changes in mission, organization, and resulting vehicle demand. The plan must establish a strategy for achieving full compliance with mandates to lower greenhouse gas (GHG) emissions, acquire alternative fueled vehicles, utilize alternative fuels including bio-based fuels, acquire low greenhouse gas emitting vehicles, incorporate telematics, acquire zero emission vehicles, convert to asset level data reporting, and reduce petroleum. The plan must also define how vehicle selection will advance sustainable acquisition, achieve maximum fuel efficiency, and limit motor vehicle body size, engine size and optional equipment to what is essential to meet the agency's mission. The plan should guide the programming of funds necessary to continue fleet operations.

This document provides the template for Executive Branch agencies to prepare and update Fleet Management Plans to obtain an optimal fleet inventory and document the steps being taken to operate those fleets most effectively and efficiently. Agency adherence to this guidance will ensure compliance with the Executive Order 13693 requirement to prepare a Fleet Management Plan and incorporate it into the agency Annual Strategic Sustainability Performance Plan. It will also satisfy the instructions in OMB Circular A-11 entitled "Fleet Data Reporting in FAST" for a narrative section to explain and support inventory and cost data.

Instructions: Address each of the 11 areas listed below clearly and completely. Take as much space as needed. Please view this as your opportunity to tell your agency's story, to profile your agency's fleet operations, to explain its unique challenges, and to present its successes and failures. Read the introductory material carefully and address all of the questions. If something does not apply to your agency, say so; if the question misses something important that sheds light on your agency's fleet, add it. Be aware that not everyone reading your document may be a fleet expert so communicate clearly as if writing for the layman. Please leave the questions in place along with your response.

FY 2015 FLEET MANAGEMENT PLAN AND BUDGET NARRATIVE

FOR

(Social Security Administration)

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

(1) Briefly describe your agency's primary/core mission and how your fleet is configured to support it.

(2) Please describe the organizational structure and geographic dispersion of your fleet.

(3) Describe your agency's ancillary missions, such as administrative functions, and how your fleet supports them.

(4) Describe how vehicles are primarily used, and how do mission requirements translate into the need for particular vehicle quantities and types.

Our mission is to deliver Social Security services that meet the changing needs of the public. Few government agencies touch the lives of as many people as we do. The programs we administer provide a financial safety net for millions of Americans, and many people consider them the most successful large-scale Federal programs in our Nation's history. Social Security initially covered retired workers. Later program expansions added dependent and Survivor benefits, as well as Disability Insurance (DI). We also administer the Supplemental Security Income (SSI) program, a Federal needs-based program financed through the general revenue funds. In fiscal year (FY) 2015, we provided, on average each month, benefits to approximately 47 million OASI beneficiaries, 11 million DI beneficiaries, and

8 million recipients of Federal SSI benefits, of whom approximately 2.6 million were also beneficiaries of OASI or DI benefits. Total benefit payments during FY 2015 were approximately $734 billion for OASI, $143 billion for DI, and $55 billion for Federal SSI benefits.

We have over 65,000 employees and deliver services through a nationwide network of about 1,500 offices. We also have a presence in several United States embassies around the globe. Our field offices and card centers are the primary points of contact for in-person interaction with the public. Our tele service centers primarily handle telephone calls to our national 800 number. Employees in our processing centers primarily handle Social Security retirement, survivors, and disability payments, but also perform a wide range of other functions, which include answering calls to our National 800 Number. We depend on State employees in 54 State and Territorial Disability Determination Services to make disability determinations. The administrative law judges in our hearing offices and administrative appeals judges in our Appeals Council make decisions on appeals of denied Social Security and SSI claims. Geographically, we are divided into 10 regional offices and a Headquarters.

Our fleet is comprised of 27 heavy-duty vehicles and buses, 18 medium-duty vehicles, 142 light-duty vehicles (minivans, pickup, etc.), and 273 sedans for 460 vehicles. We use these vehicles throughout the 10 regions and at Headquarters. Employees use passenger vehicles for official business when conducting investigations or retirement, survivors, and disability interviews with the American public. The large passenger vehicles operate as shuttles to carry employees to central locations for meetings and training. The agency utilizes trucks and trailers to transport mail, supplies, equipment, and furniture throughout the regions, Headquarters, and between offices in the Baltimore and Washington D.C. metropolitan areas.

(B) Description of vehicle acquisition/replacement strategies.

(1) Describe your agency's vehicle sourcing strategy and decision(s) for purchasing/owning vehicles compared with leasing vehicles through GSA Fleet or commercially. When comparing the cost of owned vehicles to leased vehicles, you should compare all direct and indirect costs projected for the lifecycle of owned vehicles to the total lease costs over an identical lifecycle. Include a rationale for acquiring vehicles from other than the most cost effective source. Note: Information on calculating indirect cost is contained in FMR Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations.

(2) Describe your agency's plans and schedules for locating AFVs in proximity to AFV fueling stations.

(3) Describe your agency's approach to areas where alternative fuels are not available and whether qualifying low greenhouse gas (LGHG) vehicles or ZEVs are being placed in such areas.

(4) EO13693 requires agencies to reduce greenhouse gas (GHG) emissions as compared to a 2014 baseline. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?

(5) EO13693 requires agencies to acquire zero emission vehicles (ZEVs) as an increasing percentage of passenger vehicle acquisitions. Describe your agency's plans to meet this goal. If funding is required to comply with this mandate, do you have documentation that it has been requested?

(Note: Do not attach or provide funding documentation unless requested)

The agency's primary sourcing strategy for acquiring vehicles is through GSA Fleet. When comparing the cost of owned vehicles to the cost of leased vehicles, we have found that it is beneficial and more cost effective to lease vehicles through GSA Fleet versus owning vehicles. Leasing vehicles through GSA Fleet, allows us to maintain a newer fleet without the maintenance costs. However, we do acquire commercial leases when necessary for executive personnel when no suitable executive vehicle is offered through GSA Fleet.

Our 2014 GHG baseline was 373.7. Our intermediary 2015 GHG score was 369.04. We have already started showing a reduction in GHG emissions. Our plan will be in phases, starting in FY16, we plan to meet the requirements of EO 13693 by acquiring all low GHG vehicles to the maximum extent possible. We have strategically placed all newly acquired vehicles in areas with supporting fuel type infrastructures. All vehicles located within 5 miles or 15 minutes of an E85 fueling station will receive an E85 capable flex fuel vehicle. Vehicles outside of an E85 radius will receive a low GHG dedicated gasoline vehicle. The HQ Fleet Manager monitors all vehicle acquisitions and will not approve any non-compliant, non-Low GHG vehicle without strong justification supporting a functional need exception. This process will continue until all vehicles are in locations with supporting fuel infrastructures as identified by the DOE Alternative fuel locator.

Our plan to meet the requirements of 20% ZEVs started in FY15. In December of FY16, we have procured two plug-in Hybrid vehicles. As a part of our VAM survey, we intentionally added new questions pertaining to how the vehicles are being used. This data will help us identify vehicles not used to perform investigative work while simultaneously identifying potential locations for a PHEV's or EV's. All subcomponents within the agency have been informed to identify potential places for ZEVs and to budget for appropriate funding. SSA's fleet budget is not centralized. Each component has and controls their own budget. Office of Supply Warehouse Management(OSWM) has informed the other components of the new requirements and advised them to budget accordingly. OSWM can produce documentation for the vehicles that OSWM utilizes and maintains at HQ.

(C) Description of Telematics related acquisition strategies.

(1) EO13693 requires agencies to incorporate telematics into the fleet. Describe your agency's plans to meet this goal.

(2) If funding is required to comply with this mandate, do you have documentation that it has been requested? (Do not attach or provide funding documentation unless requested).

(3) Has the agency acquired the telematics system through GSA or directly from a vendor/company? If so, provide the name of the vendor/company. Did the costs of telematics systems acquired directly from the vendor/company exceed those provided through GSA? If so, please provide rationale for the decision.

(4) Describe the type of telematics technology installed (satellite, cellular or radio frequency identification (RFID)).

(5) What type of telematics features are installed in your vehicles. Check all that apply from the list below: (Note – When the form is finalized, there will be check boxes or drop down box included on the template)

GPS tracking - Fleet managers can monitor the location of their vehicles in real-time by logging on to a user accessible website.

Engine diagnostics - Fleet managers can have engine diagnostics reports delivered to their email showing the current condition of the vehicle, odometer readings, idle time, emissions information and speed data.

Vehicle monitoring and driver identification - Fleet managers can track a driver of every vehicle via the usage of key fobs for the drivers or in-vehicle devices and can track who is, or was, driving any given vehicle at any particular time, as well as limit who can operate which vehicles.

In-vehicle recording – This solution uses inward and outward facing cameras to record the driver's behavior as well as the vehicle's surroundings. The device saves the footage from several seconds before and after a sudden movement occurs, such as sudden stop or hard turn.

Instant driver feedback – This system provides an immediate, private, in cabin indication via light activation within the driver's line of sight. The feedback device is designed to track and report harsh breaking, sudden acceleration, cornering/high speed turns, unsafe lane changes and speeding (with a pre-determined speeding threshold).

Other – Describe other service

Fuel Usage - Information on gallons of fuel and subsequent MPG calculations.

(6) Describe the obstacles encountered, lessons learned, and any experiences or other information that may benefit other agencies. Consideration should be given to the impact that aftermarket telematics may have on vehicle warranties.

We plan to meet the telematics requirements of EO 13693 in three phases, starting in May of FY16, HQ will test 10 Category II devices procured through GSA contract GS-#F-CA051 provided by AT&T. If testing is successful, and the devices are reliable and provide us the data that we require, we will direct all sub components of SSA to procure the appropriate number of devices for their sub fleet. 50% of the devices will be procured in FY16 and the remaining 50% of the devices will be procured in early FY17. We have decided that this was the best course of action in order to keep the data consistent. All sub components have been advised to budget for this additional requirement and to provide us confirmation from the component's Fleet Liaison. According to the General Services Administration, the Category II devices provided under this contract meet the requirements of EO 13693 and can provide us vehicle data that will assist us in obtaining an optimum fleet. The category II telematics devices acquired through this contract use cellular technology with the following features:

GPS Tracking

Engine Diagnostics

Idling

Utilization

Emissions

Vehicle monitoring and driver ID

Fuel usage

One obstacle we encountered in FY16, which contributed to us making this decision, was that telematics was not offered in all vehicles and each manufacturer offered a different website to access data, which would complicate the telematics management process.

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

(1) Provide an explanation for any measurable change in your agency's fleet size, composition, and/or cost or if you are not meeting optimal fleet goals (based on agency VAM study results).

(2) Describe the factors that hinder attainment of your optimal fleet (e.g., budgetary, other resource issues, mission changes, etc.).

(3) Discuss any trends toward larger, less fuel-efficient vehicles and the justifications for such moves.

(4) Are you aware of and do you consider alternatives (short term rental, pooling, public transportation, etc.) to adding a vehicle to the agency's fleet?

(5) Discuss the basis used for your future cost projections (published inflation estimates, historical trends, flat across-the-board percentage increases, mission changes, etc.)

 Our fleet has under taken a small change in Fleet Size, with a considerable change in fleet composition. Our overall vehicle size is decreasing across the agency. Our vehicle of choice for FY16 was compact sedans or compact SUV's. This is a substantial difference from previous years when midsize sedans were the vehicle of choice. By reducing the vehicle size, we also gained a financial benefit of lower lease costs. Our VAM goal was 479 vehicles, and we are currently below our VAM goal. We have no intention and have seen no trends that indicate we will need to move toward larger, less fuel-efficient vehicles of any kind in the future. One of the factors that must be considered, that will not hinder attainment of our optimum fleet but will delay it, is that we have a large amount of vehicles being used for investigative work. Sixty percent of our fleet is used by the Office of Inspector General (OIG) or Cooperative Disability Investigative (CDI)components of SSA.

In past years, we have added a flat 3 percent growth into our cost projections and did the same for FY15 through FY18 projections. We have found this increase to be suitable while giving us the flexibility to cover unexpected requirements.

We are aware of the alternatives to adding to our fleet. We use GSA's Short Term Rental program to fill short term vehicle requirements when necessary.

(E) Description of Vehicle Assignments and Vehicle Sharing.

(1) Describe how vehicles are assigned at your agency (i.e., individuals, offices, job classifications, motor pools).

(2) Describe your agency's efforts to reduce vehicles assigned to a single person wherever possible.

(3) Describe pooling, car sharing, and shuttle bus consolidation initiatives as well as efforts to share vehicles internally or with other Federal activities.

(4) Describe how home-to-work (HTW) vehicles are justified, assigned, and reported, as well as what steps are taken by your agency to limit HTW use.

(5) Does your agency document/monitor the additional cost of HTW use of Federal vehicles? If so, please describe how.

We assign vehicles to regional offices and the Headquarters motor pool based on the frequency of official travel performed by full time personnel, required travel for the position, and the location of employees' duty stations. The employees use the vehicles for official business, such as, attending meetings or conducting investigative, retirement, survivors, disability, and supplemental income interviews with the public. We assign vehicles both to individuals and offices based on the type of work they are performing. We assign individual vehicles to investigative employees in our OIG component due to their unique official duties.

We determine the number of medium and heavy-duty vehicles based on the requirements for delivering equipment, supplies, and furniture to facilities in the Baltimore/Washington D.C. metropolitan areas and offices located throughout the 10 regions.

To minimize the number of vehicles assigned to a single person we:

- Encourage employees to seek mass or public transportation for official travel when it is more advantageous for the Government
- Provide shuttle services for employees on official business requiring movement in and around the Baltimore and Washington D.C. metropolitan areas; and
- Consolidate transportation request and encourage car sharing when traveling to the same destination at the same time.
- Provide a Headquarters motor pool for U-drive it vehicles or motor vehicle operator-driven vehicles for larger groups of employees.

In accordance with the GSA Bulletin FMR B-35, we limit home-to-work authorizations to the Commissioner and the Deputy Commissioner as well as approved OIG special agents stationed in the regions. We require a Home to Work authorization letter that is maintained within each component's Headquarters for all HTW use of vehicles. We do not monitor the HTW usage and cost for the OIG agents at this time but will consider doing so in the future.

(F) Evidence of Vehicle Allocation Methodology (VAM) Planning.

Provide information on the methods used to determine your agency's VAM targets/optimal inventory. (Recommendation #2 from GAO report: GAO-13-659. See FMR Bulletin B-30 for guidance on conducting a VAM study and developing VAM targets).

(1) What is the date of your agency's most recent VAM study? Please describe the results (Add/Reduce/Change vehicle types, sizes, etc.). Have all bureaus been studied?

(2) From your most recent VAM study, please describe/provide the specific utilization criteria (miles, hours, vehicle age, or other measures) used to determine whether to retain or dispose of a vehicle? If different criteria were used in different bureaus or program areas, provide the criteria for each.

(3) From your most recent VAM study, what were the questions used to conduct the VAM survey (see FMR Bulletin B-30(6)(C)) (if lengthy, provide as an attachment)? If different questions were used by different bureaus or program areas, provide the questions for each. If a VAM survey was not conducted, please describe the methods used to apply utilization criteria to each vehicle in your agency's fleet and collect subjective information about each vehicle that potentially could provide valuable insights/explanations into the objective criteria.

We set our initial VAM target based on specific individual vehicle usage data we received by utilizing the sample VAM survey questions provided in the initial VAM guidance release. Subsequently in March 2013, we conducted a review and validation of all agency vehicles that averaged less than 200 miles a month for six consecutive months. After completing this review, we turned in 11 underutilized vehicles. In April 2015, we again reutilized the VAM survey questions to validate the continued need for all assigned vehicles.

In FY 2015, we increased our fleet from 458 to 460 vehicles, and today we are at 460 vehicles, which is below our VAM target of 479 vehicles for FY 2015. Upon evaluating the survey responses and taking the information below into consideration, we are maintaining our VAM target at 479 for FY 2015.

We meet with our internal fleet liaisons to inquire about future fleet requirements, such as, increasing our partnership with Local and State Law Enforcement agencies and standing up seven additional CDI units. Each unit typically has at least two vehicles used in combatting disability fraud at the lowest level. We are committed to our anti-fraud efforts, and we partnership with the OIG to root out and prevent disability fraud wherever it may occur.

In our most recent VAM survey, we used all the questions from our old VAM survey and a couple new questions that were added this year. These additional questions will be helpful in assisting us in meeting the requirements of EO 13693. The New questions are geared to the way the vehicles are being used to help identify potential locations where Zero Emission Vehicles can be placed. The new questions were:

1. Do you use your vehicle for administrative purposes?

2. Do you use your vehicle for investigative purposes?

Based on this information, vehicles used to perform administrative work could be considered potential locations for EV's or PHEV's.

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

Federal agencies are to begin collecting asset level data (ALD) beginning October 1, 2016 in order to be able to report ALD in the October-December 2017 FAST data call. To comply, your agency will need a management information system (MIS) capable of reporting inventory, cost, usage, and other information on a "per vehicle" basis.

(1) Does your agency have a vehicle management information system (MIS) at the Department or Agency level that identifies and collects accurate inventory, cost, and use data that cover the complete lifecycle of

each motor vehicle (acquisition, operation, maintenance, and disposal), as well as provides the information necessary to satisfy both internal and external reporting requirements?

(2) Your agency was provided a draft list of 70 VLD data elements. How many of the 70 data elements is your current system able to report on a "per vehicle" basis right now?

(3) Describe your agency's plan for reporting all required ALD elements. What is the timeline?

(4) If your agency does not currently have a system capable of reporting ALD, describe the steps (documented) that are being taken or have been taken to comply with Executive Orders, regulations, and laws that require such a system.

(5) If your agency currently uses telematics systems, does your MIS capture and report all of the data from those devices?

We utilize GSA's "Fleet Drive-Thru" Fleet Management Information System (FMIS)as our primary fleet management tool. We utilize the system's "reports carryout" tool to produce a Microsoft Excel spreadsheet listing our GSA-leased vehicles. We also enter the data for our four agency-owned and one commercially-leased vehicle to produce a comprehensive listing of all assigned vehicles. The current system does not report vehicles at the "vehicle level", It reports vehicles by the vehicle class. We currently report the vehicle type, fuel type, and location.

We have consulted with the General Services Administration about Asset Level Data, and they have informed us that starting in 2017, GSA Fleet Drive Thru FMIS will be able to provide data at the asset level for all data elements as required by EO 13693.

(H) Justification for restricted vehicles.

(1) If your agency uses vehicles larger than class III (midsize), is the justification for each one documented?

(2) Does your agency use the law enforcement (LE) vehicle classification system described in GSA Bulletin FMR B-33? If not, why not?

(3) If your agency reports limousines in its inventory, do they comply with the definition in GSA Bulletin FMR B-29?

(4) For armored vehicles, do you use the ballistic resistance classification system of National Institute of Justice (NIJ) Standard 0108.01, and restrict armor to the defined types?

(5) Are armored vehicles authorized by appropriation?

In accordance with the implementation guidance for the Energy Independence and Security Act of 2007, Section 141, we have an approved agency exception letter on file and maintain exception data for all vehicles within our fleet that are larger than a class III (midsize) vehicle. We have two Law Enforcement (LE) vehicles used for investigative purposes, which is classified as LE 1. However, we have elected not to exempt any vehicles from the Energy Policy Act of 2005 or VAM reporting.

We post the executive fleet vehicle on the agency's website as required by the Presidential Memorandum of May 2011. SSA has no limousines or armored vehicles.

(I) Impediments to optimal fleet management.

(1) Please describe the obstacles your agency faces in optimizing its fleet.

(2) Please describe the ways in which your agency finds it hard to make the fleet what it should be, operating at maximum efficiency.

(3) If additional resources are needed, (such as to fund management information system implementation or upgrades, or to acquire ZEVs, or LGHG vehicles, or install alternative fuel infrastructure) have they been documented and requested? Do you have a copy of this documentation? (Do not attach or furnish unless requested).

(4) Describe what specific laws, Executive Orders, GSA's government-wide regulations or internal agency regulations, budget issues, or organizational obstacles you feel constrain your ability to manage your fleet. Be specific and include examples. If you have a solution, describe it and indicate whether we can share the solution with other agencies as a potential best practice.

We do not foresee any obstacles in maintaining our optimal fleet size. Note, based on projected mission essential vehicle requirements in FY 2015 and FY 2016, our VAM target will remain at 479 vehicles.

(J) Anomalies and possible errors.

(1) Explain any real or apparent problems with agency data reported in FAST.

(2) Discuss any data fields highlighted by FAST as possible errors that you chose to override rather than correct. Examples would be extremely high annual operating costs or an abnormal change in inventory that FAST considers outside the normal range, or erroneous data in prior years causing an apparent discrepancy in the current year.

(3) Explain any unresolved flagged, highlighted, or unusual-appearing data within FAST.

We have two data fields highlighted by FAST. One field highlighted indicates the age of two agency owned Heavy Duty vehicles within our inventory that has exceeded the life expectancy. Due to the limited and specific use of these vehicles, it would not be cost effective for us to replace those vehicles. This concern is resolved.

We have two GSA leased Law Enforcement vehicles that are highlighted in FAST. These two LE vehicles are showing an unusually high annual operating cost for years 2015 through 2018. This unusually high cost is attributed to the previous year's number of LE Light Duty vehicles that were incorrectly identified, adding $11,553 to the 2015 LE operating cost and a similar amount for years 2016 through 2018. We retrieved this data from GSA's FAST Data Center and have consulted GSA for guidance on how to correct it. We have informed Michelle Kirby (FAST Administrator) about this cost.

(K) Summary and contact information.

(1) Who should be contacted with questions about this agency fleet plan? (Provide the name and contact information for the agency headquarters fleet manager and the person preparing this report if different)

(2) Indicate whether the budget officer participated in the VAM and A-11 processes. (Provide the name and contact information for the budget office reviewing official).

(3) Indicate whether the Chief Sustainability Officer participated in the VAM, vehicle planning, and vehicle approval processes. (Provide the name and contact information for the CSO reviewing official).

Direct fleet questions to:
Jerome Walker, Transportation Officer
410-965-4082

Direct budget questions to:
Stephanie Hedgespeth
Budget Analyst
410-965-8280

Chief Sustainability Officer:
Chris Molander, Associate Commissioner,
Office of Facilities and Supply Management (OFSM)
410-965-7401

The Budget Office POC reviewed the inputs prior to our submission.

Appendix 2. Multimodal Access Plan for Commuters

I. Agency Workplace Charging Plan

A. Summary of Strategy

At all of our delegated facilities, we will assess the level of interest in charging stations for employee vehicles, and whether employees are interested in unmetered level-one charging or faster EV charging. We will assess the staffing time required to enforce parking restrictions at the charging stations, and we will determine if the stations will be installed and operated by SSA or an outside contractor. Following the early installations, and based on demand assessments, we will periodically assess locations for new infrastructure.

B. Details of Strategy

1. Actions and Projected Timeframes

    We have received several suggestions from employees for charging their EVs at HQ in Baltimore, and we will inquire whether there is any interest at our other delegated sites. In doing so, we will determine if the interest is for unmetered level-one charging or faster EV charging, and we will provide an estimated cost to employees to use the service and an estimated cost for SSA to install the infrastructure. Based on feedback, we will determine the type and number of stations needed. Regarding the enforcement of parking restrictions at the charging stations, we will use our current facilities team to assess the staffing time required. We will also determine if the stations will be installed and operated by SSA or an outside contractor.

    We do have some existing charging infrastructure in place and planned. The HQ campus has two electric vehicle charging stations, but until a policy is in place for employees to use them, they are available only to fleet vehicles at this time. At our main data center, the National Support Center, the wiring has been completed for charging stations that will allow us to travel in electric vehicles from our HQ in Baltimore to the data center, charge the vehicles while doing business, and have enough charge to return to HQ. The charging stations, once completed, can be used for employee vehicles once a policy is in place for employees to use SSA EV charging stations. Our facility in California has charging stations powered by PV on carports. It plans to request permission from the San Francisco Regional Commissioner for employees to use the stations.

2. Roles and Responsibilities of Key Agency Personnel

    The Office of Buildings Management will be responsible for overseeing workplace charging.

3. Outreach to Agency Employees and Visitors

    For all charging infrastructure available for use by employees, our outreach to employees will include details on the technology, and the location and operation of the EV charging stations. We will keep employees informed as new infrastructure is planned. For the foreseeable future, SSA charging infrastructure will be reserved for SSA employees only, not visitors.

4. Incentivizing EV Usage

    The best way to incentivize EV usage is to provide charging infrastructure at the workplace, especially at facilities where some employees have longer commutes, as some will need to charge at the office as well as at home.

5. Assessing Demand for Charging Infrastructure

We will reach out to all delegated facilities to assess the level of interest in charging stations for employee vehicles. Following outreach on existing systems, any feedback and interest garnered will be taken into consideration as well.

6. Ensuring Continued Success

Continued success of EV charging infrastructure hinges on the frequency of its use. Following the early projects and based on demand assessments, we will periodically assess locations for new infrastructure.

II. Agency Bicycling and Active Commuter Program

A. Summary of Strategy

Our main HQ campus and the nearby Security West facility, located in the suburbs of Baltimore, do not have practical bicycle access for the vast majority of our employees. SSA employees commute from all over the region, and active commuting is not an option for most because of distance and a lack of safe bicycle or walking paths.

III. Agency Telecommuting and Teleconferencing Expansion Plan

A. Summary of Strategy

Teleworking will continue to be our primary strategy to reduce our Scope 3 greenhouse gas emissions. The number of employees teleworking regularly in FY 2015 increased 77 percent from FY 2014, to a total of 13,514. Since the FY 2015 commuter survey deployed through the GSA Carbon Footprint Tool indicated widespread employee desire for increased teleworking opportunities, our strategy moving forward will focus on increasing the number of employees determined to be eligible for telework.

B. Details of Strategy

1. Actions and Projected Timeframes

In the FY 2015 GSA Scope 3 Commuter Survey, 60 percent of employees responded that they are not allowed to telework even though they feel that their duties are compatible with teleworking. The Office of Human Resources will continue looking into issues impeding the implementation of the existing telework policy, and it will ensure that managers understand how to determine which employees should be deemed eligible for telework.

2. Roles and Responsibilities of Key Agency Personnel

The Office of Human Resources is responsible for our telework program. Dot Smallwood, the Acting Assistant Deputy Commissioner for Human Resources, is the Telework Managing Official for SSA. Carole Nathan, Human Resources Specialist, Office of Personnel is the Telework Coordinator. In addition, the Telework Oversight Committee oversees SSA's telework program. This committee consists of the Executive Staff or their designees.

3. Outreach to Agency Employees and Visitors

SSA components distribute notices to all their employees every February and August to notify them that they may request participation in the telework program.

4. Incentivizing Increased Telecommuting and Teleconferencing

Employees are incentivized through reduced commuting costs, more flexible work/life arrangements, and flexible scheduling to take advantage of telework options. SSA is also in the process of replacing employees' existing desktops and laptops with single device laptop and

docking station. This effort reduces the agency's IT inventory and software costs, but has the side benefit of ensuring that all employees will be telework ready.

5. Assessing Demand for Telecommuting and Teleconferencing

Demand for teleworking is clear, based on the fast uptake in teleworking over the past few years and the desire for more access to teleworking indicated in the FY 2015 commuter survey. Also, we survey teleworking employees, non-teleworking employees, and managers once per year to gain feedback. The results of the surveys are reviewed by the Telework Oversight Committee to determine next steps. We will continue to deploy the GSA Scope 3 Commuter Survey every two years to gauge interest and participation in telework; the next one is scheduled for FY 2017.

6. Ensuring Continued Success

The Telework Oversight Committee continues to assess desired policy changes, technology improvements, and best practices to ensure access and satisfaction with the program. To ensure our success, we are in the processing of implementing soft-phone technology that will allow seamless routing of incoming telephone calls through employees' single device laptops. This process will ensure the security of telecommunications and a seamless experience for members of the public who call our national 800 number or their local field office. By implementing technology solutions and continuing to adjust our policy approaches, we are preparing for success today and in the future.

IV. Agency Carpooling and Transit Plan

A. Summary of Strategy

For reasons similar to those cited under Active Commuting Strategies, carpooling and public transit are not the focus of our Multimodal Access Plan. SSA's main HQ campus and the nearby Security West facility, where a significant percentage of employees work, are located in an area such that employee residences are scattered over a large area, often far from the facilities, making carpooling difficult to coordinate and implement. According to the FY 2015 GSA Scope 3 Commuter Survey, less than four percent of employees across the agency use ride sharing as their primary means of commuting.

SSA offers a Mass Transit Subsidy Program to eligible employees to facilitate the use of mass transit where available. Our facilities outside of major urban areas, however, are not well served by mass transit options. Employees use mass transit when they are located in areas supporting it, such as New York City, Philadelphia, Cincinnati, Chicago, and Denver.

Appendix 3. Climate Change Adaptation Update

We have over 1,500 offices that include regional offices, field offices, teleservice centers, processing centers, hearing offices, the Appeals Council, and our HQ in Woodlawn, Maryland. Our operations consist of activities conducted in office space, and transportation to and from that space, and they frequently involve the provision of face-to-face services to the public. Therefore, the reliability of computing and transportation infrastructure is key to our operational resilience. GSA leases all real property we use has the lead in making real property investment decisions on these leases. GSA delegated us the responsibility for managing and operating seven major facilities around the contiguous United States. In addition to our HQ campus in Woodlawn, Maryland, the facilities are:

1. Security West (Woodlawn, MD)
2. Frank Hagel Federal Building (Richmond, CA)
3. Harold Washington Social Security Building (Chicago, IL)
4. Mid-Atlantic Social Security Center (Philadelphia, PA)
5. Addabo Federal Building (Jamaica, NY)
6. Wilkes-Barre Data Operations Center (Wilkes-Barre, PA)
7. National Support Center

In terms of built infrastructure, our climate change adaptation planning is confined to these eight delegated facilities.

To understand the risks climate change poses to our operational resilience, in FY 2013 we conducted high-level assessments of the vulnerabilities and risks posed by climate change to our mission as a whole. We based our FY 2014 Climate Change Adaptation Plan on these high-level assessments, and did not consider specific agency locations. To begin the process of understanding site-specific vulnerabilities and risks, in keeping with our FY 2014 Plan, in October 2014 we conducted a survey of our eight delegated facilities. The survey asked facilities about local weather-related problems they have already experienced, issues currently causing concern, and contingency planning the facilities have in place to address threats and hazards. The survey provided valuable insights into past, current, and potential future vulnerabilities. We will incorporate this information into future planning. Another action in the FY 2014 Plan was to review the existing HQ Continuity of Operations Plan (COOP) to identify revisions necessary to incorporate climate change considerations. We completed the review and determined our COOP already addresses all threats and hazards.

Moving forward, we will prepare our next Climate Change Adaptation Plan once the next quadrennial National Climate Assessment is issued in 2018 or 2019. Meanwhile, to further improve our understanding of site-specific vulnerabilities, we will conduct climate change vulnerability and risk assessments on each of the delegated facilities. We will also direct all delegated facilities to review their COOPs and assess the need for updates in light of the potential impacts of climate change.

Appendix 4. Acronyms and Units

Btu	British thermal unit(s)
CEQ	Council on Environmental Quality
CFL	Computers for Learning
COOP	Continuity of Operations Plan
CPARS	Contractor Performance Assessment Reporting System
DOE	Department of Energy
EISA	Energy Independence and Security Act of 2007
EPA	Environmental Protection Agency
EO	Executive Order
EPEAT	Electronic Product Environmental Assessment Tool
ESPC	energy saving performance contract
FAR	Federal Acquisition Regulation
FEMP	Federal Energy Management Program
FSSI	Federal Strategic Sourcing Initiatives
FY	fiscal year
GHG	greenhouse gas
GSA	General Services Administration
HFC	hydrofluorcarbon
HQ	Headquarters
HVAC	heating, ventilation, and cooling
MWh	megawatt-hour(s)
N/A	not applicable
PPCC	President's Performance Contracting Challenge
PUE	power usage effectiveness
REC	renewable energy certificate
SNAP	Significant New Alternative Policy
SSA	Social Security Administration
UESC	utility energy service contract
WPSC	Western Program Service Center