



Federal Maritime Commission

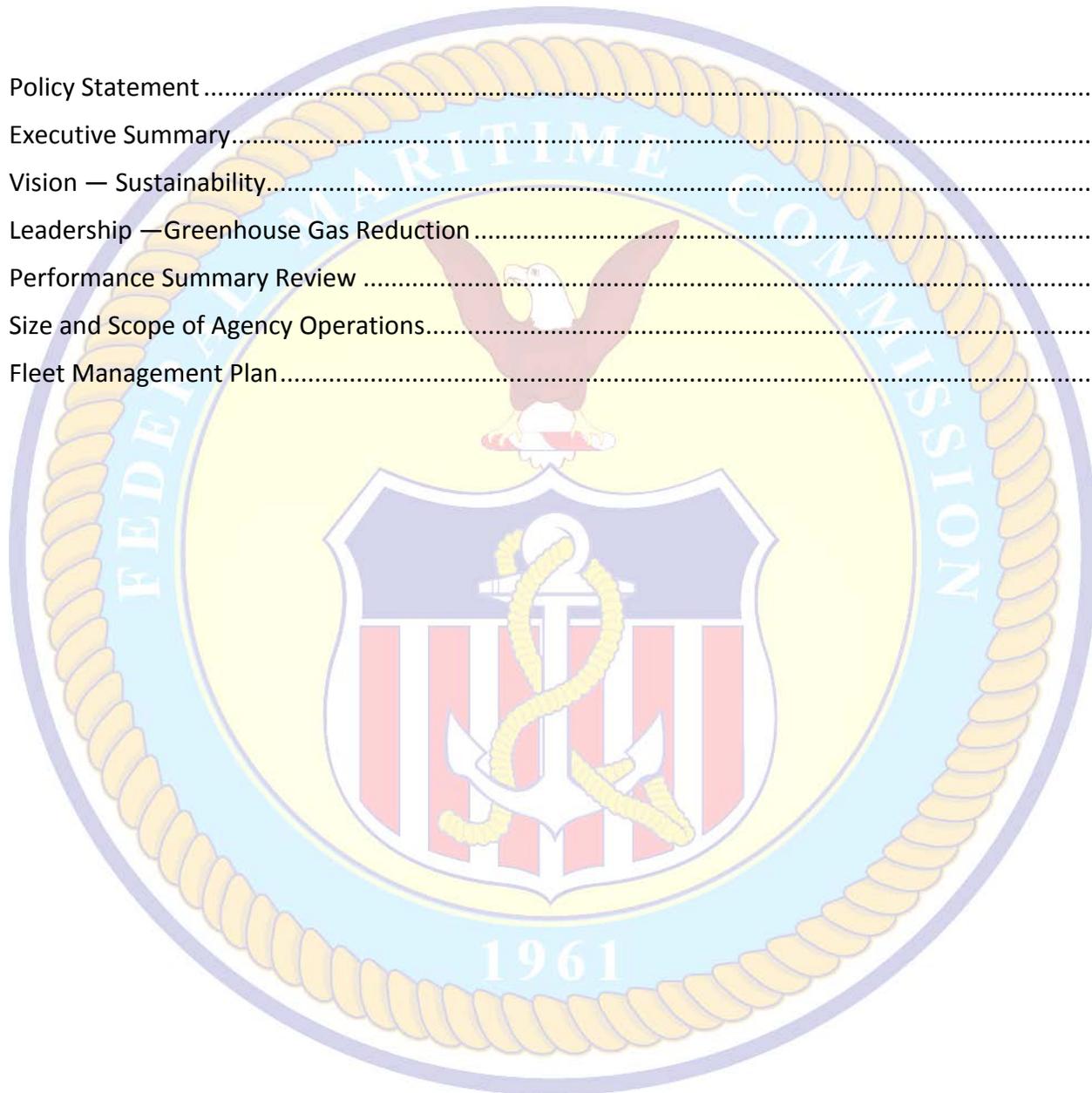
2017 Strategic Sustainability Performance Plan

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Policy Statement



Federal Maritime Commission

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The Federal Maritime Commission (FMC) strives to comply with relevant Federal environmental and energy statutes, regulations, and Executive Orders. Because the FMC is a small agency with no real property assets, our focus is to incorporate sustainable practices into our day-to-day business operations.

The FMC is committed to pursuing and achieving sustainability goals and targets. The Commission's management and staff seek to achieve sustainability targets in areas such as green purchasing, reduction in travel and use of leased vehicles, use of public transit, flexible work schedules, and telework.

Peter J. King
Deputy Managing Director and
Chief Sustainability Officer

Executive Summary

The Federal Maritime Commission (FMC, Commission, or agency) is responsible for the regulation of oceanborne transportation in the foreign commerce of the United States for the benefit of U.S. exporters, importers, and consumers. The Commission is directed by five Commissioners appointed for staggered five-year terms, with one Commissioner designated by the President to serve as Chairman. The Chairman is the Chief Executive and Administrative Officer of the agency.

Congress has charged the FMC with a number of oversight responsibilities designed to ensure competitive and efficient ocean transportation services for the shipping public, and to protect the public from unfair and deceptive practices. The principal statutes administered by the Commission, codified in Title 46 of the U.S. Code at sections 40101 through 44106, are:

- the Shipping Act of 1984, as amended by the Ocean Shipping Reform Act of 1998 (Shipping Act), 46 U.S.C. §§ 40101-41309;
- the Foreign Shipping Practices Act of 1988 (FSPA), 46 U.S.C. §§ 42301-42307;
- section 19 of the Merchant Marine Act, 1920 (1920 Act), 46 U.S.C. §§ 42101-42109; and
- sections 2 and 3 of Pub. L. No. 89-777, 80 Stat. 1350, 46 U.S.C. §§ 44101-44106.

The FMC ensures competitive and efficient ocean transportation services for the shipping public by:

- reviewing and monitoring agreements among ocean common carriers and marine terminal operators (MTOs) serving the U.S. foreign oceanborne trades to ensure that they do not cause substantial increases in transportation costs or decreases in transportation services;
- maintaining and reviewing confidentially filed service contracts and Non-Vessel-Operating Common Carrier (NVOCC) Service Arrangements to guard against detrimental effects to shipping;
- providing a forum for exporters, importers, and other members of the shipping public to obtain relief from ocean shipping practices or disputes that impede the flow of commerce;
- ensuring common carriers' tariff rates and charges are published in private, automated tariff systems and electronically available;
- monitoring rates, charges, and rules of government-owned or -controlled carriers to ensure they are just and reasonable; and
- taking action to address unfavorable conditions caused by foreign government or business practices in U.S. foreign shipping trades.

The FMC engages in a variety of activities that protect the public from financial harm, and contribute to the integrity and security of the nation's import and export supply chains and ocean transportation system. These activities include:

- licensing and registering ocean transportation intermediaries;
- helping resolve disputes about the shipment of goods or the carriage of passengers;
- investigating and prosecuting unreasonable or unjust practices, and ruling on private party complaints alleging Shipping Act violations; and

- ensuring that passenger vessel operators maintain proper financial coverage to reimburse cruise passengers in the event their cruise is cancelled or to cover liability in the event of death or injury at sea.

The Commission began fiscal year (FY) 2017 with 120 full-time employees (including five Presidentially-appointed Commissioners). Also during the year, there have been one or more unpaid interns on staff. The Commission's headquarters office is located in Washington, DC. Ten Area Representatives (ARs) are located throughout the country – one in each office located in Houston and New Orleans, and two in each office located in Los Angeles, New York, Seattle, and South Florida.

Vision — Sustainability

The Federal Maritime Commission strives to comply with all environmental and energy statutes, regulations, and Executive Orders.

The FMC currently maintains existing programs related to recycling of paper, glass, plastics, and toner cartridges; use of energy efficient lighting; and conservation of water in its GSA-leased headquarters offices at 800 North Capitol Street, NW, Washington, D.C.

Even with these measures in place, the FMC realizes there may be opportunities for further improvement:

- In support of the Executive Order and to further reduce our Greenhouse Gas (GHG) emissions, employees and interns are encouraged to use mass transit, to use teleconferencing and webinars to reduce travel, and to purchase energy efficient equipment.
- Currently, the FMC provides the maximum allowable monthly transit subsidy benefit of up to \$255 (pre-tax) to each eligible employee and unpaid intern, with an average subsidy payment of \$156.
- The FMC uses Skype for Business to hold twice monthly staff meetings with the ARs. Audio-visual equipment is available in the Commission's hearing room so that the ARs can be included in Commission meetings, all-hands meetings, and other functions that are broadcast on streaming video.
- The Commission advances sustainable acquisitions by following the FAR and OFPP's guidelines for contracts and obligations for our procurement program and all acquisitions performed, and follows GSA's excess and disposal guidelines and requirements for IT equipment, furniture, etc.
- Many of the FMC's publications are available through its website, and hard copy production of these publications has been reduced significantly. The Commission has two high-volume ENERGY STAR® qualified multifunction printers.
- All printers and copiers are defaulted to print in duplex mode, and staff are advised to use this feature when practical.
- EPEAT certification (Electronic Product Environmental Assessment Tool - an environmental rating which identifies greener computers and electronic equipment) is considered when procuring IT equipment. All monitors, desktop and laptop computers have the sleep/power save mode enabled.

Leadership —Greenhouse Gas Reduction

The Commission does not own any real property or vehicles. Headquarters offices are co-located with several other tenants in a privately-owned building leased by the General Services Administration (GSA), and the Area Representatives are also located in GSA-leased space. The headquarters office building has earned an Energy Star Rating from EPA, indicating successful performance above the 75th percentile of office buildings with regard to energy usage. CIM, the property management company, has put water-saving initiatives in place, including aerators on all bathroom faucets and automatic flushing toilets, and conducted a review of lines and pumps to ensure that there are no leaks. Additionally, energy efficient T-8 bulbs have been installed throughout most of the headquarters building.

Acting solely as a tenant, the Commission is unable to identify GHG scope 1, 2 and 3 emissions except for those generated by employee business travel and commuting. While the Commission's capacity to affect greenhouse gas emissions generated by utility consumption is limited to supporting the building management company's efforts, agency management seeks to coordinate and cooperate with these efforts down to the individual employee level. Management will continue to work with GSA and building management to educate our employees regarding their ability to contribute to the goals of this effort.

At the mid-point of FY 2017, 70% of employees (87 of 124) and 5 unpaid interns are participating in the Federal transit benefits program. Employees and interns are encouraged to make use of mass transit, telework, and/or a compressed work schedule, which can further reduce the use of these resources.

Business travel is limited to that which is required to support mission objectives. Requests for travel authorizations are closely monitored to ensure only mission-critical travel is undertaken and that alternatives to travel are implemented whenever doing so will not undermine the agency's mission.

The Commission considers EPEAT certification when procuring IT equipment, and agency acquisitions follow the FAR and OFPP's guidelines. All monitors, desktops, and laptops have the sleep/power save mode enabled. Printers have the capability to print in duplex mode, and users are advised to use this feature when practical. The Commission's two high-volume copiers are Energy Star[®] qualified under the Energy Star Program Requirements for Imaging Equipment.¹

We have migrated a portion of our on premise data center to a virtual environment, reducing the number of required physical servers and the power consumption associated with them. The FMC disposes of all excess IT equipment in accordance with applicable Federal guidelines.

Many FMC publications are available through our website, and hard copy production of publications has been reduced significantly over the last few years.

¹ The Energy Star Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Performance Summary Review

The Commission is dedicated to reducing Level 3 Greenhouse Gas Emissions. Prior to the Executive Order's implementation, the Commission put into practice several initiatives that contribute to the reduction of greenhouse gas emissions. These initiatives continue, and include:

- participating in the transit subsidy program;
- offering alternate work schedules to staff;
- offering telework opportunities to staff when possible;
- enabling computer equipment, printers, monitors, and copiers to power down when not in use; and
- participating in the building management's recycling programs.

Size and Scope of Agency Operations

Agency Size and Scope	FY 2015	FY 2016
Total Number of Employees as Reported in the President's Budget	124	130
Total Acres of Land Managed	0	0
Total Number of Buildings Owned	0	0
Total Number of Buildings Leased (GSA and Non-GSA Lease)	6*	6*
Total Building Gross Square Feet (GSF)	66,931	66,855
Operates in Number of Locations Throughout U.S.	7	7
Operates in Number of Locations Outside of U.S.	0	0
Total Number of Fleet Vehicles Owned	0	0
Total Number of Fleet Vehicles Leased	0	0
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	0	0
Total Amount Contracts Awarded as Reported in FPDS (\$Millions)	\$4.41	\$2.87
*The FMC does not lease any buildings. However, all headquarters and 5 AR offices are located within leased facilities. One AR office is co-located in a building courtesy of DHS-CBP.		

Goal: Reduce Commuting Greenhouse Gas Emissions

- a. Agency Lead for the Goal: Peter J. King, Deputy Managing Director and Chief Sustainability Officer
- b. Implementation Methods: Encourage more staff to use public transportation. Explore options for more staff to work alternate work schedules. Research the feasibility of more staff teleworking, and implement IT solutions that support telework.
- c. Position: The Commission provides the opportunity for headquarters staff and interns to participate in the transit subsidy program. Currently, 70% of employees (87 of 124) and 5 unpaid interns participate in the Federal transit benefits program and use some form of public transportation to commute. An alternative work schedule program is offered to all Commission employees. Currently, approximately 54% (67 of 124) of the Commission's employees participate in this program. All employees are eligible to telework, however, the Commission's small size and the current IT infrastructure limits the ability of certain employees to telework. As funds allow, IT upgrades will be made to more fully automate work flow processes to enable more employees to carry out their functions while teleworking. Further, a new telework policy was issued early in fiscal year 2016 to more closely align Commission policy with that of the Office of Personnel Management.

Goal: Reduce Business Ground Travel Greenhouse Gas Emissions

- a. Agency Lead for the Goal: Peter J. King, Deputy Managing Director and Chief Sustainability Officer
- b. Implementation Methods: Encourage staff to use public transportation. Explore the option for participation in meetings or training via teleconference.
- c. Position: The Commission encourages the use of mass transit whenever possible, including transportation to and from meetings in the Washington, DC, area. For travel outside the area, the Commission must approve the use of a rental car prior to travel. Rental cars are approved only when there is no public transportation or free shuttle available. The Commission continues to encourage the option of staff participating in meetings and training through teleconferencing or webinars.

Goal: Reduce Business Air Travel Greenhouse Gas Emissions

- a. Agency Lead for the Goal: Peter J. King, Deputy Managing Director and Chief Sustainability Officer
- b. Implementation Methods: Encourage staff to participate, whenever possible, in meetings via teleconference, video teleconference, or webinar.
- c. Position: Commission staff must sometimes travel to fulfill the agency's statutory responsibilities, and participate in local or regional outreach programs, industry educational forums, dispute resolution meetings, or training. Travel locations are often determined by outside parties or circumstances beyond the Commission's control. The Commission is

dedicated to reducing Level 3 Greenhouse Gas Emissions and will explore and attempt to develop alternative options for communicating and fulfilling its mission responsibilities.

SCOPE 3 GHG TARGET	UNITS	FY 2008	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Business Ground Travel	mtCO2e	11	5	2	4	5	4
Business Air Travel	Kg CO2 equivalent	127,152	81,365	27,839	50,505	83,448	89,993

Fleet Management Plan²

The FMC currently leases 6 vehicles from GSA. Of these, 3 are mid-size, fuel-efficient vehicles, and 3 are gas/electric hybrid vehicles. The FMC has made a commitment to transition all leased vehicles from gasoline to gas/electric hybrid vehicles as their lease terms expire. The data for these vehicles is reported in the GSA's FAST Data Center.

² E.O. 13693 Section 3(g) states that agencies with a fleet of at least 20 motor vehicles will improve fleet and vehicle efficiency and management. The FMC currently leases only 6 vehicles from GSA.