



UNITED STATES DEPARTMENT OF COMMERCE  
The Secretary of Commerce  
Washington, D.C. 20230

MEMORANDUM FOR Ellen Herbst  
Chief Financial Officer and Assistant Secretary for Administration

FROM: Penny Pritzker  
Secretary of Commerce *PSP*

SUBJECT: Designation of the Department of Commerce Chief Sustainability Officer

In accordance with Section 7 of Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*, dated March 19, 2015, I hereby designate the Chief Financial Officer and Assistant Secretary for Administration as the Department of Commerce Chief Sustainability Officer (CSO). I further designate the Director of the Office of Facilities and Environmental Quality as the Department's Deputy Chief Sustainability Officer.

The CSO's duties and responsibilities include:

- (a) Represent the Department of Commerce on the Federal Sustainability Steering Committee;
- (b) Report annually to the Chair of the Council on Environmental Quality (CEQ) and Director of Office of Management and Budget (OMB) on the Department's progress towards the greenhouse gas emissions goals established in Section 2 of EO 13693 and other related sustainability goals;
- (c) Submit the Department's annual Greenhouse Gas Inventory, Strategic Sustainability Performance Plan, OMB Sustainability Scorecard, and other related sustainability reports to the Director of OMB, the Chair of CEQ, and the Federal Chief Sustainability Officer;
- (d) Prepare and distribute internal performance evaluations that reflect the contribution of Departmental Operating Units against the goals established in EO 13693 and other related sustainability goals;
- (e) Convene quarterly, or more frequent, meetings of Departmental Operating Units that are responsible for the implementation of strategies necessary to meet the goals established in EO 13693 and other related sustainability goals;
- (f) Develop and implement a Department-wide strategic process that coordinates appropriate Department functions and programs to ensure that those functions and programs consider and address the goals established in EO 13693 and other related sustainability goals;

- (g) Ensure that leases and contracts, entered into on or after October 1, 2015, for lessor or contractor operation of Federally-owned facilities or vehicles, facilitate the organization's compliance with EO 13693, such as requiring a contractor or lessor to take actions to facilitate the organization's sustainability goals;
- (h) Ensure Department policies, plans, and strategies implemented to achieve the goals established in EO 13693 consider the role of Department regional facilities and personnel and are integrated into Department permitting and environmental review policies, programs, and planning;
- (i) Implement opportunities to improve Department fleet sustainability, including vehicle acquisitions, waiver authority, and fleet data management practices, by revising Department fleet management review and approval procedures;
- (j) Consider the development of policies to foster workplace electric vehicle charging for Federal employees, where consistent with Department authority and Federal appropriations law;
- (k) Ensure regional Department actions consider sustainability and climate preparedness priorities of state, local, and tribal communities where Department facilities are located;
- (l) Foster outstanding performance and excellence in Department efforts to implement sustainability mandates through opportunities such as Department leadership award programs;
- (m) Continue implementation of formal environmental management systems (EMSs) where those systems have proven effective and deploy new EMSs where appropriate;
- (n) Apply, where feasible and appropriate, the strategies and plans necessary to achieve the goals established in EO 13693 in whole or in part with respect to fueling, operation, and management of tactical or emergency vehicles and to the activities and facilities of the Department that are not located within the United States;
- (o) Represent the Department in any requests to the Chair of CEQ and Director of OMB to amend or normalize a baseline for goals established in EO 13693 due to changes of greater than 5 (five) percent as a result of Departmental space consolidation, a change in mission tempo, or improved data quality; and
- (p) Perform such other duties relating to the implementation of EO 13693 and sustainability efforts as I deem appropriate.

The Deputy CSO's duties shall be as determined by the CSO. This designation remains in effect until revoked or superseded in writing.