



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

MEMORANDUM FOR Heads of Operating Units and Directors of Office of the Secretary Staff Offices

FROM: Penny Pritzker   
Secretary of Commerce

SUBJECT: Compliance with Executive Order 13693 and Designation of Operating Unit Chief Sustainability Officers

On March 19, 2015, President Obama signed Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*. This new EO challenges all Federal agencies to lead by example in energy, environmental, water, fleet, buildings, and acquisition management in order to drive national greenhouse gas reductions and support preparations for the impacts of climate change. I fully support the President's vision and direct our senior leaders to take steps to increase our energy efficiency and improve our environmental performance. Our efforts will reduce our operating costs and make our facilities more resilient and effective.

EO 13693 requires that I designate a Chief Sustainability Officer (CSO) for the Department to lead our efforts. I have designated the position of Chief Financial Officer and Assistant Secretary for Administration, currently Ellen Herbst, to serve as the Commerce CSO. I have further designated the position of Director of the Office of Facilities and Environmental Quality, currently Richard Townsend, as the Department's Deputy CSO. I request your active endorsement and support of the Commerce CSO and our Department's sustainability program. Please consider incorporating a sustainability objective in your organization's strategic plan.

In accordance with this corporate approach, each Operating Unit (OU) shall designate an OU Chief Sustainability Officer, at the Senior Executive Service level, as the OU's point of contact with regard to the OU's compliance with EO 13693 and the responsibilities stated in this Memorandum.

Within 45 days of the date of this memorandum, please identify in writing your OU CSO to the Department's Deputy CSO, Richard Townsend. Within 90 days of the date of this memorandum, please modify your OU CSO's position description to reflect their new CSO duties. A template position description insert is provided as an attachment. Due to its size and geographic diversity, the National Oceanic and Atmospheric Administration (NOAA) is further instructed to designate a Deputy CSO within every Line Office to actively support the NOAA OU CSO.

Each OU is responsible for the following:

- (a) Report annually to Commerce's CSO on the OU's progress towards the greenhouse gas emissions goals established in Section 2 of EO 13693 and other related sustainability goals;

- (b) Submit the OU's input to the Department's annual Greenhouse Gas Inventory, Strategic Sustainability Performance Plan, OMB Sustainability Scorecard, and other related sustainability reports to the Commerce CSO;
- (c) Prepare and distribute internal performance evaluations that reflect the contribution of subordinate units/offices against the goals established in EO 13693 and other related sustainability goals;
- (d) 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 OU's compliance with EO 13693, such as requiring a contractor or lessor to take actions to facilitate the OU's sustainability goals;
- (e) Ensure that the OU's policies, plans, and strategies implemented to achieve the goals established in EO 13693 consider the role of regional facilities and personnel and are integrated into permitting and environmental review policies, programs, and planning;
- (f) Implement opportunities to improve the OU's fleet sustainability, including vehicle acquisitions, waiver authority, and fleet data management practices, by revising OU fleet management review and approval procedures;
- (g) Consider the development of policies to foster electric vehicle workplace charging for the OU's employees, where consistent with OU authority and Federal appropriations law;
- (h) Ensure regional OU actions consider and are consistent with sustainability and climate preparedness priorities of state, local, and tribal communities where OU facilities are located;
- (i) Foster outstanding performance and excellence in the OU's efforts to implement sustainability mandates through opportunities such as leadership award programs;
- (j) Continue implementation of formal environmental management systems (EMSs) where those systems have proven effective and deploy new EMSs where appropriate;
- (k) 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 OU that are not located within the United States;
- (l) Perform such other duties relating to the implementation of EO 13693 and sustainability efforts as I, or the Commerce CSO, deem appropriate.

Attachment

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Attachment: Template Operating Unit (OU) Chief Sustainability Officer (CSO) Position Description Insert

The [position] shall serve as [OU] CSO to lead the [OU] sustainability program in accordance with Executive Order (EO) 13693 and other related sustainability goals set forth in, and mandates required by, all present and future applicable Federal laws, regulations, EOs, and policies.

The [OU] CSO's specific responsibilities include:

- (a) Report annually to Commerce's CSO on the OU's progress towards the greenhouse gas emissions goals established in Section 2 of EO 13693 and other related sustainability goals;
- (b) Submit the OU's input to the Department's annual Greenhouse Gas Inventory, Strategic Sustainability Performance Plan, Office of Management and Budget Sustainability Scorecard, and other related sustainability reports to the Commerce CSO;
- (c) Prepare and distribute internal performance evaluations that reflect the contribution of subordinate units/offices against the goals established in EO 13693 and other related sustainability goals;
- (d) 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 OU's compliance with EO 13693, such as requiring a contractor or lessor to take actions to facilitate the OU's sustainability goals;
- (e) Ensure that the OU's policies, plans, and strategies implemented to achieve the goals established in EO 13693 consider the role of regional facilities and personnel and are integrated into permitting and environmental review policies, programs, and planning;
- (f) Implement opportunities to improve the OU's fleet sustainability, including vehicle acquisitions, waiver authority, and fleet data management practices, by revising OU fleet management review and approval procedures;
- (g) Consider the development of policies to foster electric vehicle workplace charging for the OU's employees, where consistent with OU authority and Federal appropriations law;
- (h) Ensure regional OU actions consider and are consistent with sustainability and climate preparedness priorities of state, local, and tribal communities where OU facilities are located;
- (i) Foster outstanding performance and excellence in the OU's efforts to implement sustainability mandates through opportunities such as leadership award programs;
- (j) Continue implementation of formal environmental management systems (EMSs) where those systems have proven effective and deploy new EMSs where appropriate;

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(k) 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 OU that are not located within the United States;

(l) Perform such other duties relating to the implementation of EO 13693 and sustainability efforts as Secretary, the head of the OU, or the Commerce CSO deem appropriate.