UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

SEP 12 2013

MEMORANDUM FOR: See Distribution List

FROM: Frederick Stephens
Deputy Assistant Secretary for Administration and Senior Sustainability Officer

SUBJECT: Annual Facilities, Energy, and Environmental Data Call

In accordance with Executive Order (EO) 13514, *Federal Leadership in Environmental, Energy and Economic Performance*, the Department is required to submit an updated greenhouse gas inventory, energy management, and sustainability data report.

This year's data collection process will remain similar to last year; however, I'd like to call your attention to a few key points this year that I need your active help to improve upon:

- All facilities should be using the U.S. Environmental Protection Agency's Portfolio Manager (free on-line software) to record and track facility utility data. It is imperative that we improve the accuracy and reliability of our data.
- All Bureaus should pay particular attention to populating their 5-year plans beyond the first year or two, even with notional projects. This is critical to our ability to predict out-year progress.
- All Bureau CFO/CAOs should be briefed on progress by your staff so that your submission explains trends or shortcomings and is logical compared to your last year's submission.

Please submit your Bureaus' annual report information and five-year plan to Office of Sustainable Energy and Environmental Programs (OSEEP) no later than **November 8, 2013**. Everything your Bureau is required to submit is posted with instructions at: http://www.osec.doc.gov/oas/OSEEP/Annual_Rpts_Scrcrds.html

If you have any questions or need any additional information, please contact Robert Scinta, Sustainability Program Manager, at 202-482-3114 or RScinta@doc.gov.

Thank you for your cooperation and attention to this matter.

cc: Strategic Sustainability Performance Plan Points of Contact

Distribution List

Administrative Officers (CFOs/CAOs)

Kathleen James
Chief Administrative Officer
Bureau of Economic Analysis

Gay Shrum
Chief Financial Officer and Director of Administration
Bureau of Industry and Security

Leonard Bechtel
Chief Financial Officer and Director of Administration
National Telecommunications and Information Administration

Carol Rose
Associate Director
Bureau of the Census

Andrew Baldus
Chief Financial and Administrative Officer
Economic Development Administration

Brad Burke
Chief Financial and Administrative Officer
Economic and Statistics Administration

Kurt S. Bersani
Acting Chief Financial Officer and Administrative Officer
International Trade Administration

Edith J. McCloud
Associate Director for Management and Chief of Staff
Minority Business Development Agency

Edward Horton
Chief Administrative Officer
National Oceanic and Atmospheric Administration

Mary Saunders
Associate Director for Management Resources
National Institute of Standards and Technology

Mary O. Houff
Chief Administrative Officer
National Technical Information Service

Frederick Steckler
Chief Administrative Officer
U.S. Patent and Trademark Office

cc:

Strategic Sustainability Performance Plan Point of Contact

Rose Cooper, Bureau of the Census

Tanika Hawkins, Economic Development Administration

Kelli Walters, International Trade Administration

Roberto Lopez, Minority Business Development Agency

Jennifer Shaltanis, National Oceanic and Atmospheric Administration

J. Michael Blackmon, National Institute of Standards and Technology

Micah Reed, National Technical Information Service

Maren Williams, U.S. Patent and Trademark Office

Wes Dias, Economic and Statistics Administration

James Murphy, Bureau of Economic Analysis

Monica Hudnell, Bureau of Industry and Security

Lorna Brodsky, National Telecommunications and Information Administration

Office of the Secretary

Nancy Barrere, Office of Acquisition Management

Michael Hill, Office of the Chief Information Officer

Marilyn Stoll, Office of Commerce Services