



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

OCT 17 2013

MEMORANDUM FOR: See Distribution List

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

SUBJECT: Strategic Sustainability Performance Plan Coordinator Training

The Department of Commerce (the Department) has a long-held commitment to environmental stewardship and energy conservation. In 2010, we formed a network of Bureau and Office of the Secretary (OS) Strategic Sustainability Performance Plan (SSPP) Coordinators and published the Department's first SSPP. As we continue to strive towards excellence against the Administration's sustainability goals, it is imperative that we maintain a high level of knowledge and expertise across the entire Department. Therefore, the Office of Sustainability Energy and Environmental Programs has established a training program for all SSPP Coordinators.

Training will be held on a quarterly basis and will cover a number of topics, including but not limited to: energy efficiency, renewable energy, Scope 3 greenhouse gas emission reduction, sustainable buildings and water efficiency within the Federal sector. The schedule for FY 14 training is attached.

I ask for your support in ensuring that your SSPP Coordinators, and anyone else in your organization that you deem appropriate, attend these free training sessions. In alignment with the annual energy and environmental data call, these training sessions will be geared toward assisting Bureaus and OS offices with improved report submissions, the development of more robust five year project implementation plans, and the sharing of best practices and lessons learned.

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.

Attachment(s)

cc: Strategic Sustainability Performance Plan Coordinators

Distribution List

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cc:

Strategic Sustainability Performance Plan Point of Contact

Rose Cooper, Bureau of the Census

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Attachment

FY 2014 SSPP Coordinator Training Schedule

Title: Introduction/Refresher to Executive Order 13514

Location: HCHB, Room 1411

Date: December 18, 2013

Time: 1 - 2 pm, EDT

Title: Energy 101

Location: HCHB, Room 1410

Date: March 12, 2014

Time: 1 - 2 pm, EST

Title: Scope 3 Greenhouse Gas Emissions

Location: HCHB, Room 1410

Date: June 11, 2014

Time: 1 - 2 pm, EST

Title: Energy Awareness Programs

Location: HCHB, Room 1410

Date: September 17, 2014

Time: 1 - 2 pm, EST

For those unable to attend in person:

Conference Call-in Line: 1-866-799-9543

Participant Code: 330-6520

