

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

September 17, 2007

SECRETARY'S MEMORANDUM 5500-002

IMPLEMENTING EXECUTIVE ORDER 13423
STRENGTHENING FEDERAL ENVIRONMENTAL, ENERGY, AND TRANSPORTATION
MANAGEMENT

1. PURPOSE

Executive Order (E.O.) 13423 requires the Department of Agriculture (USDA) to adhere to the policy set forth in the E.O. "that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically, and fiscally sound, integrated, continuously improving, efficient, and sustainable manner." The E.O. requires USDA to develop and implement environmental management systems (EMS) and sustainable practices that adhere to the requirements specified in the E.O. The purpose of this memorandum is to emphasize the importance of internal USDA actions to meet these requirements.

2. BACKGROUND

The E.O. requires that the head of each executive branch department and agency implement the policy cited above by taking the following actions:

- a. Designate a senior civilian officer to be responsible for implementation of the E.O. within the agency and assign the designated official the authority and duty to monitor and report to the head of the agency on agency implementation activities;
- b. Implement sustainable practices for: energy efficiency and reductions in greenhouse gas emissions; renewable energy, including bioenergy; water conservation; acquisition of green products and services; waste prevention and recycling; reduced use of toxic and hazardous chemicals and materials; high performance/sustainable design buildings; vehicle fleet management including use of alternative vehicles and fuels and reductions in petroleum consumption; and electronics stewardship;
- c. Implement EMS at all appropriate organizational levels within the department;

- d. Use EMS as the primary management approach for addressing environmental aspects of internal agency operations and activities, including environmental aspects of energy and transportation functions; and
- e. Establish within the agency programs for: environmental management training; environmental compliance review and audit; and leadership awards.

The E.O. directs the Chairman of the Council on Environmental Quality (CEQ) and the Director of the Office of Management and Budget, in consultation with the Steering Committee on Strengthening Federal Environmental, Energy, and Transportation Management, to issue implementing instructions to the heads of agencies.

Federal Environmental, Energy, and Transportation Management is a component of the President's Management Council (PMC) and progress is measured by three Office of Management and Budget (OMB) scorecards: Environmental Stewardship, Energy Management, and Transportation Management. Pursuant to E.O. 13423 and these scorecards, USDA must use environmental management systems as the primary management approach to address environmental aspects of internal agency operations, including the collection, analysis, and reporting of information to measure performance in the implementation of the E.O.

USDA's Office of Procurement and Property Management, in consultation with the USDA Sustainable Operations Council (SOC), will develop internal guidance to comply with E.O. 13423. As ordered by the E.O., USDA has designated a Senior Official, Assistant Secretary for Administration (ASA), Boyd Rutherford, accountable for the effective implementation of E.O. 13423 within the Department. The ASA is the designated official for all information and communications regarding E.O. 13423 and USDA's responsibilities under the E.O. The ASA, through the SOC, will develop and implement policies, procedures, processes, reporting mechanisms, and required actions that meet the goals and requirements established by E.O. 13423 and the implementing instructions issued by the CEQ and OMB.

3. EFFECTIVE DATE

The provisions of this memorandum are effective immediately.

4. POLICY

It shall be USDA's policy to comply with the goals and requirements established by E.O. 13423 and the implementing instructions issued by the CEQ and OMB consistent with the actions ordered below.

5. ACTIONS ORDERED

The following actions are hereby ordered:

- a. The ASA shall establish and chair a USDA SOC to advise the ASA and provide ongoing senior management involvement and coordination to agencies' EMS and sustainable operations programs.
- b. USDA shall establish and implement environmental, energy, and transportation management performance measures and begin data collection to meet E.O. and OMB scorecard reporting requirements, utilizing EMS as the primary management approach.
- c. USDA shall develop a timeline for, and implement environmental management systems at all appropriate organizational levels.
- d. Each landholding agency shall, in the three-year rolling timeline established under E.O. 13327, include in their plans how the E.O. 13423 goals and performance measures applicable to design, construction, and operation of real property facilities will be met.
- e. USDA agencies shall manage Departmental real and personal property assets consistent with the goals and objectives of E.O. 13423 and the Department's implementing instructions.

6. TERMINATION

This memorandum shall remain in effect for 12 months.

Mike Johanns
Secretary

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