




EXECUTIVE OFFICE OF THE PRESIDENT
COUNCIL ON ENVIRONMENTAL QUALITY
WASHINGTON, D. C. 20503

February 12, 2009

MEMORANDUM FOR HEADS OF DEPARTMENTS AND FEDERAL AGENCIES

FROM: NANCY SUTLEY 
Chair
SUBJECT: Department and Agency National Environmental Policy Act (NEPA)
Contacts and Capacity

As Chair of the Council on Environmental Quality, I look forward to working with each of you to achieve the President's goal of ensuring environmental protection, compliance and stewardship, as we work to address our Nation's economic and social needs. I am committed to accomplishing this critical goal and I kindly ask for your assistance as we move forward.

Congress enacted the National Environmental Policy Act (NEPA) and created CEQ nearly 40 years ago in order to "promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans." Federal agencies are responsible for complying with NEPA by considering the environmental aspects of their proposed actions *before* deciding whether and how to proceed. To meet this responsibility, departments and agencies are required to have the resources necessary to implement NEPA and must designate a person responsible for their NEPA compliance.

In order to most efficiently achieve the President's environmental goals and satisfy Congress's mandate, I ask that the following information be provided by February 27, 2009:

1. The name, title and contact information of your highest ranking senior environmental advisor and/or NEPA contact at your Department or Agency and each subordinate entity (e.g., service, bureau, office); and
2. A brief description of your organization's NEPA capacity that includes the number of personnel (e.g. full and part time permanent positions) and their location(s) in your organization including headquarters and field offices.

In addition, we would like you to designate a policy-level representative from your Department or Agency to attend a meeting on NEPA and how it will affect projects funded by the American Recovery and Reinvestment Act. This meeting will take place in our offices at 4pm on February 19, 2009.

Please RSVP for this meeting to my Chief of Staff, Jon Carson, at jcarson@ceq.eop.gov. Jon is also available if you have any questions about this letter or any other matter. I look forward to working with you to ensure that conservation and environmental aspects are considered an integral part of development and oversight of our policies, programs and projects.

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