



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

SEP 3 2008

Memorandum

To: Senior-Level Officials Responsible for Implementing Executive Order 13423

From: Willie R. Taylor, Director *Willie R. Taylor*  
Office of Environmental Policy and Compliance

Subject: Final Department of the Interior Sustainable Buildings Implementation Plan

The Department of the Interior Sustainable Buildings Implementation Plan is completed and signed. There are several milestones that require your special attention and must be completed by the Fourth Quarter of FY 2008, the First Quarter of FY 2009 and the Second Quarter of FY 2009. The remaining milestones will be jointly completed by the members of the Department's Sustainable Buildings Work Group (attached). Your approval and support of your staff to work on these projects is crucial for our collective success on these milestones.

The Department is accountable to the Office of Management and Budget for completion of the Plan milestones (attached). Thus, bureau and office progress on the milestones will be reported via the Department Internal Scorecard process.

The Plan was developed by the Department's Sustainable Buildings Work Group, and signed by Debra Sonderman, Director, Office of Acquisition and Property Management and me. The Implementation Plan provides a roadmap for compliance with the sustainable buildings requirements of EO 13423 – “*Strengthening Federal Environmental, Energy, and Transportation Management.*” The requirements are that:

1. New construction and major renovation of agency buildings comply with the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (2006), and
2. Fifteen percent of the existing Federal capital asset building inventory of the agency as of the end of FY 2015 incorporates the sustainable practices in the Guiding Principles.

The Guiding Principles are included in Attachment 4 of the Plan. A full copy of the Department Sustainable Buildings Implementation Plan with attachments is available at:  
<http://www.doi.gov/greening/buildings/index.html>.

If you have any questions, please contact Catherine Cesnik of my staff at 202-208-7554 or [Catherine\\_Cesnik@ios.doi.gov](mailto:Catherine_Cesnik@ios.doi.gov).

Attachments

cc: Deputy Secretary  
Chief of Staff  
Associate Deputy Secretary  
Deputy Assistant Secretary – Policy and International Affairs  
Heads of Bureaus and Offices  
Director, Office of Acquisition and Property Management

EMIT;CCesnik:lr/8/29/08:208.6117:Sustainable Buildings/Final DOI Sustainable Bldg. Impl  
Plan-EO 13423.doc

**Department of the Interior**  
**Sustainable Buildings Implementation Plan**  
**MILESTONES**

**Completed March 2007** – Assistant Secretary - Policy, Management and Budget established a Departmental Sustainable Buildings Implementation Team.

**Completed December 2007** – Each Bureau and Office completed the Existing Building Inventory in the Federal Real Property Profile.

**Completed April 2008** – Department Sustainable Buildings Implementation Team created a *Guiding Principles Crosswalk to LEED and Green Globes Criteria*.

**Completed June 2008** – Department Sustainable Buildings Implementation Team created the Department Sustainable Buildings Implementation Plan.

**Completed June 2008** – Department submits the final Department Sustainable Buildings Implementation Plan to the Office of Management and Budget.

**\* Quarter 4, FY 2008** – Each Bureau and Office will establish a Sustainable Buildings Implementation Team.

**Quarter 4, FY 2008** – Department Sustainable Buildings Implementation Team will create a Bureau Plan Template.

**Quarter 4, FY 2008** – Department Sustainable Buildings Implementation Team will determine if the Department space management community would like the SBWG to develop a *Green Lease Checklist* similar to or building from the General Services Administration Realty Services Letter on Green Lease Policies and Procedures for Lease Acquisition dated December 27, 2007, the *Department Construction Checklist* or *Department O&M Checklist* as an aid for incorporating the Guiding Principles into new leases.

**Quarter 1, FY 2009** – The Department will issue the *Construction Checklist* to the Bureaus.

**Quarter 1, FY 2009** – Department Plan updated and submitted to OMB.

**\* Quarter 1, FY 2009** – Each Bureau and Office will complete the Existing Building Inventory in the Federal Real Property Profile.

**\* Quarter 2, FY 2009** – Each Bureau and Office will complete their Sustainable Buildings Implementation Plans and submit it to the Office of Environmental Policy and Compliance.

**Six Months After the OMB issues High Performance and Sustainable Building Guidance** – Department will conduct a gap analysis and start revising policy and guidance, as needed, to incorporate the Guiding Principles into Department’s building inventory. The gap analysis will include review of regional factors and opportunities for Department-wide initiatives.

**Six Months After the OMB issues the Addendum for Existing Buildings** – Department will issue the *O&M Checklist* to the Bureaus.

**Three Months After the Department issues the *O&M Checklist*** – Department Sustainable Buildings Implementation Team will issue instructions for a sustainability assessment. The Department will issue an official sustainability assessment data call. Or, the Department will comply with an OMB sustainability assessment data call per the FRPP, whichever comes first.

**\* Six Months After the Department issues sustainability assessment data call or complies with an OMB FRPP data call, whichever comes first** – Each Bureau and Office will complete at least 25 percent their survey and computed baseline information on the sustainability of existing buildings including leases. The Department will request, and Bureaus and Offices will provide, an annual report to the Department on the sustainability achievements for that Fiscal Year. The report will include information on new building construction, leases and existing buildings sustainability.

\* Special Attention by Bureau and Office Senior-Level Officials Responsible for Implementing EO 13423

**Sustainable Buildings Work Group (leads in bold)**

<b>Representative</b>	<b>Bureau</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
<b>Barbara Borgeson</b>	BIA	Architect, Office Facility Management /Construction	Wborgeson@comcast.net	505-563-5148
<b>Victor Montoya</b>	BLM	Construction Specialist	Victor_Montoya@blm.gov	202 557-3593
<b>Al Bernstein</b>	WBR	Structural Engineer	abernstein@do.usbr.gov	303-445-3275
Henk Willems	WBR	Security and Law Enforcement Liaison	Hwillems@usbr.gov	202 513-0594
Kerry Whitford	WBR	EMS Coordinator	kwhitford@do.usbr.gov	303-445-2949
<b>Marshall Wright</b>	FWS	Engineering Services	Marshall_Wright@fws.gov	703 358-1994
Paul Rauch	FWS	Chief, Division of Engineering	Paul_Rauch@fws.gov	703-358-1912
Marilyn Brower	FWS	Acting Chief, Division of Engineering	Marilyn_Brower@fws.gov	703-358-1924
<b>Deirdre Kyger</b>	NBC	Support Services Branch (architect)	Deirdre_J_Kyger@nbc.gov	202 513-0884
<b>Mike Eissenberg</b>	NPS	New construction coordinator	Mike_Eissenberg@nps.gov	303 969-2488
Terry Brennan	NPS	Energy coordinator	Terry_Brennan@nps.gov	202-513-7207
<b>Rick Kirkland</b>	USGS	Bldg. Operations Spec.	rkirkland@usgs.gov	703-648-7501
Bill Fulk	USGS		cfulk@usgs.gov	703-648-7516
Rob Eng	USGS	Bldg. Operations Spec.	reng@usgs.gov	703-648-4655
<b>Carolyn Steeper</b>	MMS	Space and Facilities Management Specialist	Carolyn.steeper@mms.gov	703-787-1018
Christine Knierim	MMS	Chief of Support Service	Christine.knierim@mms.gov	703-787-1386
<b>Steve M. Felch</b>	OSM		sfelch@osmre.gov	
Arthur Quintana	OSM	Chief, Division Of Administration	aquintana@osmre.gov	202-208-2593
<b>Gay Bindocci</b>	NBC	Sustainability Coordinator MPO	Gay_M_Bindocci@nbc.gov	202 208-3919
<b>Catherine Cesnik</b>	OEPC	DOI Sustainable Building Program Lead	Catherine_Cesnik@ios.doi.gov	202-208-7554
Kathleen Bartholomew	OEPC	Leader, Environmental Management Integration Team	Kathleen_Bartholomew@ios.doi.gov	202-208-3901
Ike Kelley	POB	Budget Analyst	Michael_Kelley@ios.doi.gov	202 208-5308
<b>Mary Heying</b>	PAM	Energy Coordinator	Mary_Heying@ios.doi.gov	202 208-4080
Bill Hamle	PAM	CPIC and FRPP Coordinator	William_Hamele@ios.doi.gov	202-208-5704
Bob Jarcho	PAM	CPIC and FRPP Coordinator	Robert_Jarcho@ios.doi.gov	202 208-3329