

**INSTRUCTIONS FOR IMPLEMENTING CLIMATE
CHANGE ADAPTATION PLANNING IN
ACCORDANCE WITH EXECUTIVE
ORDER 13514**

“Federal Leadership in Environmental, Energy, and Economic
Performance”

FEDERAL AGENCY CLIMATE CHANGE ADAPTATION PLANNING

Implementing Instructions

March 4, 2011

BACKGROUND:

Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, seeks to establish an integrated strategy towards sustainability in the Federal Government. Section 8(i) of the E.O. requires that as part of the formal Strategic Sustainability Performance Planning process, each Federal agency evaluate agency climate change risks and vulnerabilities to manage both the short- and long-term effects of climate change on the agency's mission and operations. Section 5(b) of the E.O. specifies that the Chair of the Council on Environmental Quality (CEQ) shall issue instructions to implement the order. The purpose of this document is to provide implementing instructions to be used by Federal agencies in climate change adaptation planning.

Section 16 of the E.O. charged the Interagency Climate Change Adaptation Task Force (Task Force) with developing recommendations for Federal agency actions in support of a national climate change adaptation strategy. The Task Force found that the Federal Government has a critical obligation to carry out adaptation planning because climate change directly affects a wide range of Federal services, operations, programs, and assets (e.g., infrastructure, land, water resources), and clearly has broad national security implications. In an October 2010 *Progress Report* to the President, the Task Force recommended that Federal agencies develop and implement coordinated climate adaptation plans.¹ Through adaptation planning, each agency will identify aspects of climate change that are likely to impact the agency's ability to achieve its mission and sustain its operations and respond strategically. Adaptation planning will help an agency reduce the negative effects and take advantage of new opportunities that climate change may bring. Integration of climate change adaptation planning into the operations, policies, and programs of the Federal Government will ensure that resources are invested wisely and that Federal services and operations remain effective in current and future climate conditions.

Based on Task Force recommendations, the Interagency Climate Change Adaptation Agency Working Group (Working Group) developed recommended *Implementing Instructions* for adaptation planning requirements and provided those interagency recommendations to CEQ.

¹ *Progress Report of the Interagency Climate Change Adaptation Task Force: Recommended Actions in Support of a National Climate Change Adaptation Strategy*, October 5, 2010.

The Working Group also provided a recommended *Support Document* that includes templates and information agencies will need to satisfy the requirements of the implementing instructions. CEQ has reviewed the Working Group recommendations and is providing these *Implementing Instructions* to ensure consistent and effective implementation of E.O. 13514.

I. IMPLEMENTING INSTRUCTIONS FOR FEDERAL AGENCY CLIMATE CHANGE ADAPTATION PLANNING:

The head of each agency shall:

A) Establish an agency climate change adaptation policy.

- (1) By April 15, 2011, identify to the Chair of the Council on Environmental Quality a senior agency official responsible for carrying out the climate change adaptation planning actions required by these *Implementing Instructions*.
- (2) By June 3, 2011, concurrent with submission of the agency Strategic Sustainability Performance Plan, issue and make publicly available an agency-wide climate change adaptation policy statement, signed by the head of the agency, that commits the agency to adaptation planning to address challenges posed by climate change to the agency's mission, programs, and operations. The policy statement shall:
 - a) state the purpose of the policy, including both the agency's vision for successful adaptation planning and initial adaptation goals as well as recognition that climate change adaptation is a critical complement to climate change mitigation and that both are required to address the causes and consequences of climate change;
 - b) adopt the Interagency Climate Change Adaptation Task Force's guiding principles and framework for adaptation planning;
 - c) describe the agency process to ensure effective adaptation planning implementation, including how the agency will coordinate adaptation planning across programs and operations within the agency as well as with other agencies on climate change adaptation matters of common interest; and,
 - d) identify programs and resources within the agency to support the climate change adaptation planning process. Agencies shall review and update their adaptation policy as necessary.

B) Increase agency understanding of how the climate is changing.

During calendar year 2011, participate in interagency climate change workshops sponsored by the Council on Environmental Quality. Each agency shall collect and share within the agency and across major program elements, information relevant to impacts of climate change on agency mission, programs, and operations and pursue opportunities for sharing and coordination across the Federal community.

C) Apply understanding of climate change to agency mission and operations.

- (1) By June 3, 2011, concurrent with submission of the agency Strategic Sustainability Performance Plan, submit to the Chair of the Council on Environmental Quality agency responses to the guiding questions provided in Appendix E of the *Support Document*. The guiding questions are specifically designed to allow agencies to begin the process of assessing how climate change will affect agency mission, programs, and operations and to prepare the agency to undertake a high-level analysis of agency vulnerability to climate change.
- (2) By September 30, 2011, submit to the Chair of the Council on Environmental Quality a preliminary high-level analysis of agency vulnerability to climate change.
- (3) By March 2012, for the purpose of informing the climate adaptation planning document required under section D(2) of these instructions, complete a final high-level analysis of agency vulnerability to climate change. Additional information and instructions to complete the high-level analysis will be provided during Council on Environmental Quality sponsored interagency workshops, or in future guidance or support documents.

D) Develop, prioritize, and implement actions.

- (1) By September 30, 2011, concurrent with the submission of agency preliminary high-level analysis required under section C(2) of these instructions, and using the template in

Appendix G of the *Support Document*, identify and submit to the Chair of the Council on Environmental Quality three to five priority climate change adaptation actions that the agency will implement in fiscal year 2012, including actions to improve agency capacity to assess and build resilience to climate change risks.

- (2) By June 4, 2012, as part of the agency Strategic Sustainability Performance Plan, submit to the Chair of the Council on Environmental Quality and the Director of the Office of Management and Budget the agency climate adaptation plan for implementation in fiscal year 2013. The plans should reflect and advance, where appropriate, interagency cross-cutting National adaptation planning efforts. Guidance and instructions to complete the agency climate adaptation plan will be provided to agencies during relevant Council on Environmental Quality sponsored interagency workshops or in future guidance documents.
- (3) When the agency Strategic Sustainability Performance Plan is approved for public release by the Office of Management and Budget, agencies shall ensure that the climate adaptation portion of the plan is made publically available for review and comment. Agencies shall update the plan as appropriate in accordance with Council on Environmental Quality guidance for submission of agency Strategic Sustainability Performance Plans.

E) Evaluate and Learn.

During calendar year 2011, participate in interagency workshops sponsored by the Council on Environmental Quality and share lessons learned with other agencies.