

**PROVIDED BELOW IS THE TEXT OF AN EMAIL SENT FROM JOE CASCIO,
THE FEDERAL ENVIRONMENTAL EXECUTIVE TO SENIOR AGENCY
OFFICIALS ON SEPTEMBER 15, 2008.**

Dear Senior Agency Officials:

This data call continues the annual environmental management system (EMS) reporting required by Section 6(a) of Executive Order (EO) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," issued January 24, 2007. The EO requires the Federal Environmental Executive (FEE) to monitor agencies' performance in regards to this order. In addition, section 3(g) of the EO requires all Agencies to provide reports on implementing this order "on such schedule and in such format as the Chairman of the Council on Environmental Quality (CEQ) may require." Furthermore, Section IV of CEQ's instructions for implementing EO 13423 indicates that "existing reporting procedures in place as of January 24, 2007 shall continue until and unless superseded pursuant to sections 3(g) and 4 of the EO." Annual Agency EMS reports for FY08 are due by Dec 31, 2008. Agencies that had no EMS activity in FY08 are requested to review the proposed EMS metrics mentioned in paragraph five of this memo.

The FY06 and FY07 report format established a streamlined report format and adoption of consistent metrics that remain in effect through this reporting year. The FY08 report continues this format with only one change and that is the elimination of the question regarding self declaration. The process for self declaration was amended under EO 13423 and is now addressed in the EO 13423 conformance declaration process and will be part of the FY09 and beyond metrics.

By completing this report, your agency will:

- * Meet EO 13423 EMS reporting requirements for FY08,
- * Provide all the required data for the Office of Management and Budget (OMB) to establish an EMS status score on the next Environmental Scorecard, and
- * Provide the Office of the Federal Environmental Executive (OFEE) and the Environmental Protection Agency (EPA) with useful information regarding the status and effectiveness of EMS implementation across the government.

The enclosure provides guidance your environmental personnel can use to complete and submit this year's report. This guidance was developed by the Interagency Environmental Leadership Workgroup chaired by the EPA with membership consisting of environmental managers from Federal departments and independent agencies.

Also enclosed is a draft of the metrics proposed for FY09 and beyond. These metrics build on the previous year's metrics and focus on the connection between EMS implementation and the sustainable practices embodied in EO 13423. Like previous metrics, the FY09 and beyond metrics were prepared by a sub-group of the Interagency Environmental Leadership Workgroup. Agencies not reporting for FY08 should nevertheless review the proposed metrics and consider commenting since

EMSs developed in FY09 and beyond will be affected by these reporting requirements. We are requesting that each agency review these draft metrics and provide any comments or suggestions by November 3, 2008. Comments should be provided electronically to ems09metrics@fedcenter.gov.

As the chair of the Interagency Environmental Leadership Workgroup, EPA's Office of Enforcement and Compliance Assurance, Federal Facilities Enforcement Office is responsible for collecting annual report submissions. Please send your FY08 annual EMS report to Mr. David Kling, Director, Federal Facilities Enforcement Office on or before December 31, 2008. Electronic submissions are preferred and should be sent to kling.dave@epa.gov with a copy provided to garvey.will@epa.gov.

Paper copies may be sent to:

Mr. David Kling
Director, Federal Facilities Enforcement Office, MC-2261A,
1200 Pennsylvania Ave, N.W., Washington, D.C. 20460

If you have any questions regarding your report, please have your staff contact Will Garvey in EPA's Federal Facilities Enforcement Office at 202-564-2458 or garvey.will@epa.gov.

Thank you for your prompt attention to this request and your support of this effort.

Enclosures: Guidance for FY08EMS Annual Report
Draft for Comment: EMS Metrics FY09 and Beyond