



Department of Energy

Washington, DC 20585

December 12, 2013

MEMORANDUM FOR SECRETARIAL OFFICERS AND HEADS OF FIELD ORGANIZATIONS

FROM: Anne Harkavy *AH*
Acting General Counsel

SUBJECT: Reminder Regarding Annual National Environmental
Policy Act (NEPA) Planning Summaries

Early involvement by senior management in the NEPA planning process is a key component of a successful NEPA compliance program. Thus, Department of Energy (DOE) Order 451.1B requires that each Secretarial Officer and Head of a Field Organization submit an annual NEPA planning summary to the General Counsel by January 31 of each year and make it available to the public. Preparation of these summaries helps ensure that NEPA activities are aligned with program priorities and that resources are allocated to enable timely completion of NEPA documents.

DOE Order 451.1B, Section 4.d, requires that an annual planning summary describe briefly: (1) the status of ongoing NEPA compliance activities, (2) any environmental assessments expected to be prepared in the next 12 months, (3) any environmental impact statements (EISs) expected to be prepared in the next 24 months, and (4) the planned cost and schedule for completion of each NEPA review identified.

Guidance concerning the reporting requirements, electronic report forms, and copies of past-year reports are available on the DOE NEPA Web site at <http://energy.gov/node/2323>. I encourage you to use the current electronic report forms for preparing and submitting your 2014 NEPA planning summaries.

For your convenience, I am also distributing this reminder to NEPA Compliance Officers for their appropriate action. If you have any questions regarding annual planning summaries, please direct them to Carol Borgstrom of my staff, at 202-586-4600, or carol.borgstrom@hq.doe.gov.

Cc: NEPA Compliance Officers

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