



**Department of Energy**  
Washington, DC 20585

December 8, 2010

MEMORANDUM FOR SECRETARIAL OFFICERS AND  
HEADS OF FIELD ORGANIZATIONS

FROM: Scott Blake Harris   
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.

It is especially important that Offices with responsibility for funding provided by the American Recovery and Reinvestment Act fully describe their plans for all related environmental assessments (EAs) and environmental impact statements (EISs). DOE made tremendous progress completing NEPA reviews for Recovery Act projects in 2010, and completion of the remaining EAs and EISs continues to be one of DOE's highest priorities with regard to NEPA compliance in 2011.

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 EAs expected to be prepared in the next 12 months, (3) any 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 and electronic report forms are available on the DOE NEPA Web site at [nepa.energy.gov/planning\\_summaries.htm](http://nepa.energy.gov/planning_summaries.htm). I encourage you to use the electronic report forms for preparing and submitting your 2011 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](mailto:carol.borgstrom@hq.doe.gov).



cc: **NEPA Compliance Officers**

ARPA-E, Matthew Dunne  
EE, David Boron  
EE, Othalene Lawrence  
EE, Jane Summerson  
EM, Jeanie Loving  
FE, Mark Matarrese  
HS, Larry Stirling  
IN, Michael Mazaleski  
LM, Rich Bush  
LN, Tracy Ribeiro  
LP, Matt McMillen  
NA, Mary Martin  
NE, Rajendra Sharma  
OE, Brian Mills  
SC, Sat Goel  
BPA, Kathy Pierce  
SEPA, Douglas Spencer  
SWPA, Larry Harp  
WAPA, Shane Collins  
BHSO, Caroline Polanish  
CBFO, Susan McCauslin  
CH, Peter Siebach  
EMCBC, Pete Yerace  
GO, Steve Blazek  
GO, Lisa Jorgensen  
GO, Kristen Kerwin  
GO, Lori Plummer  
GO, Robin Sweeney  
ID, Jack Depperschmidt  
KCSO, David Caughey  
LASO, George Rael  
LSA, Karin King  
NETL-MGN, John Ganz  
NETL-MGN, Jesse Garcia  
NETL-MGN, Mark Lusk  
NETL-MGN, Mark McKoy  
NETL-MGN, Fred Pozzuto  
NETL-MGN, Cliff Whyte  
NETL-PGH, Paul Detwiler  
NETL-PGH, Pierina Fayish  
NETL-PGH, Richard Hargis  
NSC, Jeff Robbins  
NSC, Elizabeth Withers  
NSO, Linda Cohn  
OAK, Stephanie Jennings  
OR, Gary Hartman  
ORP, Woody Russell  
PPPO, Kristi Wiehle  
PXSO, James Barrows  
RMOTC, Michael Taylor  
SPRPMO, Katherine Batiste  
SR, Drew Grainger  
SSO, Susan Lacy  
WAPA/CRSP, Clayton Palmer

WAPA/DSWR, John Holt  
WAPA/RMR, James Hartman  
WAPA/SNR, Steve Tuggle  
WAPA/UGPR, Nicholas Stas  
WVDP, Martin Kentz  
YSO, Pamela Gorman