



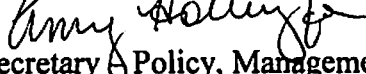
United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 11 2013

Memorandum

To: Assistant Secretaries
Heads of Bureaus and Offices

From: Rhea Suh 
Assistant Secretary Policy, Management and Budget

Subject: Guidance for Reporting 2013 Climate Change Adaptation Activities and Plans for 2014

Your assistance is requested to help the Department of the Interior respond to a number of reporting requirements to the Office of Management and Budget (OMB), Office of Science and Technology Policy (OSTP), and the Council on Environmental Quality (CEQ), on our activities to integrate climate change adaptation into operations, programs, plans and policies.

The two attached templates represent the following consolidated approach: update the DOI Climate Change Adaptation Plan for FY 2014; comply with the new Executive Order: *Preparing the United States for the Impacts of Climate Change*; and track progress under the Strategic Sustainability Performance Plan (SSPP) Climate Resilience Goal. Your response also will help us develop an annual report on implementation of DOI's Climate Change Adaptation Policy (523 DM 1). I am hopeful that, through this single call, we will have all the information the Department needs to meet these deliverables for FY 2014.

The attached templates provide guidance for reporting activities such as efforts to: adapt management of natural and cultural resources; account for changing conditions and threats to human and built assets; work with tribes in their climate change adaptation efforts; and provide scientific information and tools to help support management activities in the face of climate change. We are looking for your best examples – especially on-the-ground, place-based activities – to help us tell the great story of what the Department is accomplishing and planning. By January 24, 2014, please use the attached templates to provide the requested information on your efforts in calendar year 2013 and planned activities for calendar year 2014.

If you have any questions regarding this request, please contact Joel Clement at Joel_Clement@ios.doi.gov or 202-208-3295.

Attachments