

National Archives and Records Administration

Transmittal Memo

DATE: May 20, 2011

TO: Executives, Staff Directors, NHPRC, and OIG

SUBJECT: NARA 170-1, Climate Change Adaptation Planning

Purpose: This interim guidance establishes an agency climate change adaptation planning policy.

Background/significant changes: 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. 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. The Chair of the Council on Environmental Quality has issued implementing instructions to be used by the Federal Government in climate change adaptation planning. The document, *Federal Agency Climate Change Adaptation Planning: Implementing Instructions*, establishes requirements for climate change adaptation planning for the next year, as recommended by the Interagency Climate Change Adaptation Task Force and authorized by this E.O.

Effective date: This interim guidance is effective upon date of signature.

Contact information: For questions regarding this interim guidance, please contact Mark Sprouse, Director, Facility and Property Management Division at (301) 837-3019 or via mark.sprouse@nara.gov

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Archivist of the United States

Attachment

SUBJECT: Climate Change Adaptation Planning

1 What is the purpose and goal of this policy?

While the scope, severity and pace of future climate change impacts are difficult to predict, it is clear that potential changes could have important impacts on NARA's ability to fulfill its mission. Climate change adaptation is a critical complement to mitigation; both are required to address the causes and consequences of climate change. We have been on the forefront of mitigation through our aggressive energy conservation programs and have consistently exceeded the goals outlined in recent Executive Orders and laws. While the goal of mitigation is to prevent future climate change, adaptation is a focus on change that has already occurred or is projected to occur. NARA is committed to adaptation planning to address challenges posed by climate change to the agency's mission, programs, and operations. This interim guidance establishes an Agency-wide policy to integrate climate change adaptation planning and actions into all NARA programs, policies, and operations which ensures that the agency executes its mission and operations securely, effectively, and efficiently as the climate continues to change.

2 What are the authorities for this policy?

- a. Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance
- b. Federal Agency Climate Change Adaptation Planning: Implementing Instructions March 4, 2011, issued by the White House Council on Environmental Quality under Executive Order 13514.

3 Responsibilities

- a. **Senior Sustainability and Climate Change Adaptation Officer**
 - (1) ensures implementation of all aspects of this policy. This policy does not alter or affect any existing duty or authority of individual Executive Offices. This role is assigned to the Director, Facility and Property Management Division.
- b. **Agency Climate Change Adaptation Steering Group**
 - (1) oversees and coordinates agency-wide climate change adaptation planning and implementation. The Steering Group is chaired by the Senior Sustainability and Climate Change Adaptation Officer and will include representation from each program office as appropriate. The Senior Sustainability and Climate Change Adaptation Officer is responsible for this group.

c. **Program Offices**

In a manner consistent and compatible with its mission:

- (1) analyze how climate change may impact its ability to achieve its mission, policy, program, and operation objectives by reviewing existing programs, operations, policies, and authorities to: (1) identify potential impacts of climate change on the component's areas of responsibility; (2) prioritize and implement response actions; and (3) continuously assess and improve capacity to adapt to current and future changes in the climate.
- (2) identify to the Office of the Chief Financial Officer through the Agency's annual budget process areas where budget adjustments are necessary to carry out the actions identified under this policy.
- (3) identify for the Office of the General Counsel areas where legal analysis may be needed to carry out Agency actions identified under this policy.
- (4) coordinate actions with the NARA's Agency Climate Change Adaptation Steering Group.

4 What are measures of successful adaptation planning?

- a. Adaptation planning will allow NARA to minimize negative impacts of climate changes that are already occurring and take advantage of any new opportunities provided by that change.
- b. Through adaptation planning, NARA will identify how climate change is likely to impact our ability to achieve our mission, operate our facilities, and meet our policy and program objectives. Through adaptation planning we will develop, prioritize, implement, and evaluate actions to moderate climate change risks and exploit any new opportunities that climate change may bring.
- c. By integrating climate change adaptation strategies into our programs and operations, NARA better ensures that tax-payer resources are invested wisely and our services and operations remain effective in current and future climate conditions.
- d. Through climate adaptation planning, NARA will contribute to the Federal Government's leadership role in sustainability and pursuing the vision of a resilient, healthy, and prosperous Nation in the face of a changing climate.

5 How will NARA conduct effective adaptation planning?

- a. NARA will undertake climate change adaptation planning, and implement the results of that planning using best available science and information. The Agency

shall consider potential climate change impacts when undertaking long-term planning, setting priorities for scientific research and investigations, and making decisions affecting Agency resources, programs, policies, and operations.

- b. NARA will develop and publish an agency-wide climate adaptation plan by June 2012 and update it regularly. The plan will incorporate the findings and directives of this policy. The plan will identify how climate change may impact NARA's ability to achieve its mission, programs, policies and operations. The plan will identify and prioritize actions and establish a mechanism to evaluate progress and continue to improve our capacity to effectively adapt to current and future changes in the climate. The Senior Sustainability and Climate Change Adaptation Officer will be responsible for this plan.
- c. Through this policy, the Archivist establishes the Agency Climate Change Adaptation Steering Group to oversee and coordinate agency-wide climate change adaptation planning and implementation. The Steering Group is chaired by the Senior Sustainability and Climate Change Adaptation Officer and will include representation from each program office as appropriate.
- d. NARA will apply the guiding principles and planning framework for climate change adaptation found in the October 5, 2010, Progress Report of the Interagency Climate Change Adaptation Task Force: Recommended Actions in Support of a National Climate Change Adaptation Strategy.

6 How will NARA coordinate adaptation planning information sharing?

NARA will coordinate with other agencies and interagency efforts, including the Interagency Climate Change Adaptation Task Force, on climate change adaptation issues that cut across agency jurisdictions, including areas where national adaptation plans are being or have been developed, and will identify a process for sharing climate change adaptation planning information throughout the agency and the public. At our Records Centers and other leased facilities we will partner with the General Services Administration and at the Presidential Libraries we will partner with the National Park Service and local universities as appropriate to further leverage any local or regional expertise. We will pursue adaptation strategies with the same vigor and aggressiveness as we have with our mitigation programs.

7 How are records created by this policy maintained under the NARA Records Schedule?

- a. Records of the Climate Change Adaptation Program, including those of the Senior Sustainability & Climate Change Officer and the Agency Climate Change Adaptation Steering Group should be filed under File No. 109-2a.
- b. Program and division directors, Use file nos. 109-2a and 2b, "Program Subject Files," as appropriate.

- c. Regional administrators (NR): Use file no. 147-1, "Program Direction: Region-wide."
- d. Office heads and staff directors: Use file no. 109-1, "Program Subject Files," for relevant documentation.