



COMDTINST 4101.1
11 Mar 2011

COMMANDANT INSTRUCTION 4101.1

Subj: SUSTAINABILITY, ENERGY AND ENVIRONMENTAL READINESS COUNCIL

1. PURPOSE. This Instruction establishes the charter for a Coast Guard Sustainability, Energy and Environmental Readiness (CG-SEER) Council.
2. ACTION. The Deputy Commandant for Operations (CG-DCO), the Chief of Staff (CG-01), Area Commanders, Commander of Force Readiness Command (FORCECOM), the Director of Operational Logistics (CG-DOL), the Assistant Commandants for: Engineering and Logistics (CG-4); Human Resources (CG-1); Command, Control, Communications, Computer and Information Technology (CG-6); Acquisition and Chief Acquisition Officer (CG-9); Resources (CG-8); Marine Safety, Security and Stewardship (CG-5); and, Capability (CG-7), and the Judge Advocate General and Chief Counsel (CG-094) shall ensure that the provisions of this Instruction are implemented.
3. DIRECTIVES AFFECTED. HQINST 5000.8(A), Environmental Management Board (EMB) Charter, dated 9 March 2001, is hereby cancelled.
4. DISCUSSION.
 - a. Sustainability is the multidisciplinary integration of mission, environmental, and economic considerations, in which an activity and its phases are viewed on a full life-cycle basis. It integrates cost, schedule, operation and maintenance, and worker/employee considerations. Sustainability efforts, including sound environmental and energy management, both ashore and afloat, are necessary components of our overall long-term mission readiness strategy. A half century of environmental and energy laws and regulation and most recently a succession of Greening the Government Executive Orders have directed Federal executive agencies to take definitive steps to conserve energy and natural resources.

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- b. To preserve future mission effectiveness, we must take proactive steps to prevent pollution, reduce greenhouse gases, manage energy consumption, diminish waste generation, and lessen the use of toxic materials. As both a regulator and regulated entity, the Coast Guard must live up to the public's expectations and meet these cross-programmatic responsibilities through a combined effort of both the operational and support communities.
- c. The desired outcomes of the SEER Council are to:
- (1) Institutionalize sustainability across functional and program areas to address issues of economy, conservation, and future viability. This will allow the Coast Guard to move toward a safer and more secure future by reducing its dependence on foreign energy sources, increasing its use of renewable and low-carbon energy sources, and increasing its resilience in the face of disaster;
 - (2) Assess and improve the Coast Guard's environmental compliance;
 - (3) Identify strengths, weaknesses, opportunities and threats (SWOT) in an organizational approach to sustainable practices, including energy, infrastructure, environmental management; and,
 - (4) Coordinate and leverage resources and promulgate cross-programmatic policy on energy efficiency, fuel management, environmental management, sustainable asset management, climate change mitigation measures, and other sustainability issues; and apply senior leadership emphasis/support to, energy, infrastructure, environmental and other sustainability issues.
- d. The SEER Council presents a venue to surface concerns and to resolve cross-programmatic energy, infrastructure, environmental and other sustainability issues and to proactively respond to new opportunities and mandates. The SEER Council will act as a platform to share guidance, direct action and provide oversight within the members' programs and organizational chains of command. The Coast Guard's overall intent is to comply and demonstrate sustainability and accountability with these requirements by establishing aggressive environmental and energy efficiency targets, including environmental liabilities and carbon footprint reductions. There are growing concerns that are associated with these endeavors regarding the effect of climate changes on global and national strategic plans and their direct impact on Coast Guard assets and missions.
5. PROCEDURE. The Sustainability, Energy and Environmental Readiness Steering Committee (SEERSC), as defined in enclosure (1), will organize and direct information flow to the principals of the CG-SEER Council. The SEERSC will submit its charter to the Council for approval. The following three standing working groups will submit charters to the SEERSC for approval:
- a. Fuel Management and Logistics Working Group (FUELWG);
 - b. Environmental Management Working Group (ENVWG); and
 - c. Sustainability (Executive Order 13514) Working Group (SUSWG).

Additionally, ad-hoc working groups and guidance teams may be established as needed to research and analyze specific issues.

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6. CHANGES. This Instruction shall be reviewed annually and updated as necessary. Updates to the individual charters shall be submitted to the CG-SEER Council or SEERSC, as appropriate, for approval.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This action is not expected to result in any adverse environmental impact. The USCG has reviewed the proposed action and has determined this action to be categorically excluded from further environmental documentation under current USCG Categorical Exclusion #33 in accordance with National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1D.
8. FORMS/REPORTS. None.

J. P. CURRIER, VADM /s/
Chief of Staff
COMDT (CG-01)

B. M. SALERNO, RADM /s/
Deputy Commandant for Operations
COMDT (CG-DCO)

Encl: (1) Coast Guard Sustainability, Energy and Environmental Readiness (SEER) Council Charter

COAST GUARD SUSTAINABILITY, ENERGY AND ENVIRONMENTAL
READINESS COUNCIL (CG-SEER COUNCIL) CHARTER

1. NAME. The Council shall be known as the Coast Guard Sustainability, Energy and Environmental Readiness (CG-SEER) Council.

2. PURPOSE. The purpose of the CG-SEER Council is to promote and support the Coast Guard’s Sustainability, Energy and Environmental programs to ensure future mission readiness and effectiveness without divergence or duplication of effort. The SEER Council will provide coordinated leadership and organizational commitment to improve and reinforce a culture of environmental and natural resource stewardship and sustainable practices within the Coast Guard. The SEER Council will facilitate cross-program/Directorate participation and promote service-wide, comprehensive sustainability programs that include environmental, energy and climate change mitigation initiatives. The SEER Council will provide executive level direction and oversight for the establishment of outcome goals, promulgation of policy, setting of standards, focusing resources as required based on data-driven analysis and monitoring the effectiveness of energy, environmental programs and other sustainability initiatives.

3. MEMBERSHIP.
 - a. The CG-SEER Council shall be comprised of the following members:

Title	Office Symbol	Role
Chief of Staff (Deputy Commandant for Mission Support)	CG-01	Co-Chair
Deputy Commandant for Operations	CG-DCO	Co-Chair
Asst. Commandant for Engineering and Logistics	CG-4	Executive Agent
Asst. Commandant for Human Resources	CG-1	Core Member
Asst. Commandant for C4IT	CG-6	Core Member
Asst. Commandant for Acquisition & Chief Acquisition Officer	CG-9	Core Member
Director of Operational Logistics	CG-DOL	Core Member
Asst. Commandant for Resources	CG-8	Core Member
Asst. Commandant for Marine Safety, Security and Stewardship	CG-5	Core Member
Asst. Commandant for Capability	CG-7	Core Member
Judge Advocate General & Chief Counsel	CG-094	Core Member
LANTAREA Deputy	LANT-09	Core Member
PACAREA Deputy	PAC-09	Core Member
FORCECOM Commander	FC-00	Core Member
Director of Governmental & Public Affairs	CG-092	Ad Hoc Member
Director, Enterprise Strategy, Management & Doctrine Oversight	CG-095	Ad Hoc Member

- b. Membership Changes. The Co-Chairs may alter the Council to include other headquarters and field organizations as needed, or smaller, focused meetings may be called.

4. RESPONSIBILITIES.

- a. The CG-SEER Council shall:

- (1) Oversee, provide executive level direction on, endorse, or otherwise facilitate:
 - (a) Integration of Sustainability, Energy and Environmental (SE&E) activities within appropriate Leadership Council Management Agenda items and the Coast Guard Strategic Plan;
 - (b) Development and implementation of SE&E policy for Coast Guard personnel;
 - (c) Development of resource proposals for implementation of SE&E activities;
 - (d) Coordination of SE&E activities and resources allocated for the purposes of energy, sustainability and environmental compliance;
 - (e) Identification of SE&E training needs for Coast Guard personnel;
 - (f) Research and special studies to define SE&E risks;
 - (g) Identification of SE&E issues for new and emerging missions prior to implementation;
 - (h) Examination of cross-directorate and cross-programmatic SE&E issues for conflicts and/or areas of improvement; and,
 - (i) Creation and use of dashboard measures to determine the effectiveness of ongoing activities, processes and programs.
- (2) Meet bi-annually or more often as necessary (one hour meetings planned)
- (3) Annually report on the status of Sustainability, Energy and Environmental programs to the Vice Commandant.

- b. Executive Agent. Oversees the administrative needs of the Council as specified by the Co-Chairs. This shall include, but not be limited to, logistics, scheduling meetings, soliciting agenda input and developing and distributing read-ahead material, preparing the Chair's briefing book, providing any required facilitation, and taking, preparing, and distributing meeting minutes.

- c. Core Members. Because sustainability (including comprehensive environmental compliance and energy management) in today's Coast Guard is of necessity, a multi-faceted and cross-programmatic effort, SEER Council members and their appropriate staffs must be actively involved in this critical business area. In order to properly manage the scope and complexity of Coast Guard sustainability issues, our organization needs input from all disciplines represented on the Council. Members and their staffs must engage in open and frank discussions about issues on the agenda with an ultimate view towards improving Coast Guard mission execution. These discussions should include the improvement of management, measurement, trends, financing, and organization of sustainability related activities.

- d. Ad-Hoc Members. Shall participate in Council meetings as called-upon to provide specific program or field expertise or insight on initiatives and issues facing the Council.
- e. Work Groups and Guidance Teams. The ground-level work of the SEER Council shall be provided by workgroups and teams directed or chartered by the Council or its members and made up of subject matter experts or administrative personnel from the staffs of the SEER Council members. Ad-hoc work groups and teams should be temporary in nature and intended to address specific issues and initiatives as directed by the SEER Council, the steering committee or standing working groups.

5. GENERAL OPERATING PROCEDURES.

- a. Oversight. The Co-Chairs shall oversee and coordinate all Council activities. This oversight is normally accomplished through direct communications with the members and advisors, and through the executive agent.
- b. Meeting Scheduling. Council will normally meet at least once every six months or two times per year.
- c. Meeting Attendance. Due to the inherent correlation between sustainability impacts with operational activities and potential for significant mission and resource consequences, SEER Council Members should attend all Council meetings. When principals are not available, they should provide an appropriate representative who is fully knowledgeable about the issue and who is authorized to vote and designate resources, where applicable and necessary. Work group leads or members should attend as needed.
- d. Meeting Agendas.
 - (1) With the Executive Agent's assistance, the Chairs shall set the agenda for each Council meeting based on current issues and member input.
 - (2) If practical, a preliminary agenda for subsequent meeting shall be established by the Council members.
 - (3) Status reports or read-aheads from work teams and groups should be a regular feature on the SEER Council meeting agenda. "Dashboard" measurement indicators of basic environmental, energy and sustainability management information (e.g., hazardous waste disposal, notices of violation, environmental audit results, energy consumption, green house gas emissions etc.) should be established and regularly reported. Each meeting shall end with a brief Environmental Compliance Evaluation status overview of current open unit Class I "findings".
- e. Meeting Minutes. The Executive Agent shall be responsible for producing the minutes of each Council meeting. The Executive Agent shall ensure draft minutes are distributed to the members via electronic mail for review and correction prior to publishing in final form.

- f. Records. SEER Council records will be maintained as required by the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
6. SUSTAINABILITY, ENERGY AND ENVIRONMENTAL READINESS STEERING COMMITTEE (SEERSC). The Sustainability, Energy and Environmental Readiness Steering Committee (SEERSC) serves as the CG-SEER Council clearing house for SE&E issues. Based on Council direction, the steering committee establishes and oversees subcommittees that address emerging, cross directorate SE&E issues. The steering committee guides subcommittee efforts and prepares action/decision briefings for CG-SEER Council approval. The Deputy Assistant Commandant for Engineering and Logistics (CG-4D) chairs the committee, with membership consisting of representatives of each of the CG-SEER Council organizational elements. The steering committee shall develop and submit a charter to CG-SEER Council for approval. The steering committee shall meet at least once per quarter or as required by the CG-SEER Council.
7. STANDING WORKING GROUPS. Standing working groups exist for the purpose of assessing specific SE&E issues and developing proposed courses of action for CG-SEER Council guidance and concurrence. Membership of each standing working group shall consist of an assigned representative from appropriate CGHQ, CG Force Readiness Command (CG FORCECOM), Area, District and/or field organizational elements and shall be chaired as appointed by the steering committee chair. Each working group shall submit a charter and periodically report to the steering committee on their actions. Each working group shall meet once every other month or as established by the steering committee. The current standing working groups include:
 - a. Fuel Management and Logistics Working Group (FUELWG);
 - b. Environmental Management Working Group (ENVWG); and
 - c. Sustainability (Executive Order 13514) Working Group (SUSWG).