

**From:** Jones, Marc

**Sent:** Monday, July 07, 2008 6:29 PM

**To:** DL~SCI-3 Site Office Managers

**Cc:** DL~SCI-3 Site-Office Deputy Managers & Support Staff; DL~SCI-3 ISC Managers; DL~SCI-3 ISC-Deputy Managers & Support Staff; DL~SCI-3 DDFO Immediate Office; Edelman, Arnold; Yates, John; Short, Stephanie; Betson, Sharon; Fox, Gordon

**Subject:** Final Guidance: Executable Plan Guidance for Meeting the Goals of the TEAM Initiative/DOE O 430.2b

Attached is the up-to-date and final version of the Executable Plan Guidance. As you know, DOE O 430.2b, requires the development of Site Executable Plans by December 31, 2008. I know most of your Laboratories have been working on the plans for some time now, but I wanted send along the attached guidance in hopes that it would be helpful as you continue the planning process. Please note that SC Sites are not required to follow this guidance, but it does provide a structure for laying out the Laboratory plans and commitments for addressing the five goal areas (energy reduction, renewable energy, water reduction, high performance and sustainable buildings, and transportation). By following the guidance, the Laboratory could address all of the elements of the Site Executable Plans in 10 to 12 pages and, as needed, attach or provide web links to additional documentation. The 2008 Site Executable Plan will become the baseline for future updates that will be included in the Integrated Laboratory Plans beginning in FY 2009 (Section 7 Infrastructure, Sustainability) in the form of a revision to the table in the FY 2008 Integrated Plans.

The Executable Plan should be approved by Senior Laboratory Management (Laboratory Director or other Senior Position with the authority to commit the laboratory to implementing the plan). As required under the DOE Order, Site Executable Plans must be in place by December 31, 2008.

Please note, that this email replaces my previous message on deliverables and due dates for this plan. If you have any questions related to the guidance or the TEAM Initiative in general, please contact Arnie Edelman at 301 903-5145 .

Thanks

Marc

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