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COMDTINST 4101.1A
16 MAR 2020

COMMANDANT INSTRUCTION 4101.1A

Subj: SUSTAINABILITY, ENERGY AND ENVIRONMENTAL READINESS COUNCIL

- Ref: (a) Commandant’s Coast Guard Sustainability, Environmental, and Energy Policy (current edition)
 (b) Department of Homeland Security Environmental Management Program, Directive #023-02 (Revision Number: 01) May 8, 2013
 (c) Department of Homeland Security Implementation of the National Environmental Policy Act, Directive #023-01 (Revision Number 01), October 31, 2014

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), Deputy Commandant for Mission Support (CG-DCMS), 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. Sustainability, Energy, and Readiness Council, COMDTINST 4101.1, dated 11 March 2011, 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

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afloat, are necessary components of our overall long-term mission readiness strategy. Multiple environmental and energy laws and regulations and Executive Orders have directed Federal executive agencies to take definitive steps to conserve energy and natural resources. The Coast Guard Commandant's policy statement (Reference (a)) establishes the Coast Guard organizational objectives. DHS directives (References (b) and (c)) require DHS Components to demonstrate a commitment to achieving compliance by developing specific compliance programs. Ensuring sustainability, energy, and environmental compliance is an important responsibility that requires specialized technical expertise as well as efficient use of Coast Guard resources. A framework that identifies roles and responsibilities is essential for sustained, successful, and efficient compliance. This Instruction is a major step toward the revision of the Coast Guard's current system of compliance directives to create that comprehensive and cohesive framework.

- b. To preserve future mission effectiveness, we must take proactive steps to prevent pollution, reduce greenhouse gas emissions, 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 practices 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 performance;
 - (3) Identify strengths, weaknesses, opportunities and threats (SWOT) using an organizational approach to sustainable practices, including energy, infrastructure, environmental management;
 - (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
 - (5) 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.

5. DISCLAIMER. This Instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it create rights in or impose legally-binding requirements on any party outside the Coast Guard.
6. IMPACT ASSESSMENT. This Instruction formalizes existing personnel roles, duties and responsibilities as applicable for environmental compliance. The policies in this Instruction have been analyzed by all affected USCG elements and are supported by current fund allocations.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Instruction is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).
 - b. This Instruction will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/directives/>, and CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed by the USCG and it has been determined this action does not require further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 *et seq.*, National Archives Records Management (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements, or inconsistencies with existing determinations relating to documentation requirements.
10. 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 13834) Working Group (SUSWG).

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

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to: HQS-DG-1st-CG-47-CIV@uscg.mil attention "COMDTINST_5090.16_RecommendedChange."

CHARLES W. RAY /s/
Admiral, U.S. Coast Guard
Vice Commandant

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 CG-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 CG-SEER Council will facilitate sustainability programs that include environmental, energy and climate change mitigation initiatives. The CG-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
Deputy Commandant for Mission Support	CG-DCMS	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 SE&E 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, CG-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 CG-SEER 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 CG-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 CG-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 CG-SEER Council, the steering committee or standing working groups.

5. GENERAL OPERATING PROCEDURES.

- a. Oversight. The Co-Chairs shall oversee and coordinate all CG-SEER Council activities. This oversight is normally accomplished through direct communications with the members and advisors, and through the executive agent.
- b. Meeting Scheduling. CG-SEER 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, CG-SEER Council Members should attend all CG-SEER Council meetings. When principals are not available, they should provide a flag level 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. Regardless of the level of participation, all members will be bound by the assignments and resolutions reached at each meeting.
- d. Meeting Agendas.
 - (1) With the Executive Agent's assistance, the Chairs shall set the agenda for each CG-SEER Council meeting based on current issues and member input.
 - (2) If practical, a preliminary agenda for subsequent meeting shall be established by the CG-SEER Council members.
 - (3) Status reports or read-aheads from working groups or work teams should be a regular feature on the CG-SEER Council meeting agenda. "Dashboard" measurement indicators of environmental regulatory compliance, energy conservation, and sustainability management information (e.g. notices of violations and other environmental enforcement actions, environmental audit results, energy consumption, hazardous waste generation, greenhouse gas emissions, etc.) should be established and regularly reported. Each meeting should end with a brief Environmental Compliance Evaluation (ECE) status overview of reported Significant Findings and closure status of all ECE findings.
 - (4) Meeting Minutes. The Executive Agent shall be responsible for producing the minutes of each CG-SEER 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.

(5) Records. CG-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. The 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/DCO/DCMS, Area, District, Logistics/Service Centers, 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 13834) Working Group (SUSWG).