



File Code: 1300/6500

Date: January 9, 2007

Subject: Forest Service Environmental Footprint – Reducing Travel and Other Costs in FY 2007

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

The National Leadership Team (NLT) has spent a significant amount of time on improving the availability of funds for on-the-ground performance. While much of our attention has focused on organizational restructuring, it is clear that an effort to reduce travel costs and overall consumption of non-renewable resources can also increase funds for on-the-ground work.

Last October, as the nation responded to the Hurricane Katrina and Rita disasters, the President issued a Cabinet level directive to reduce travel and consumption. I'm pleased to report that overall the Forest Service reduced total travel expenses by 10.5% in fiscal year (FY) 2006, and did so without recurring reporting or accountability controls.

In FY 2007, I want to further reduce overall travel costs and begin a national effort to monitor consumption and reduce our "environmental footprint." To that end, we will do the following:

Reduced Travel Costs: Reduce travel costs by an additional 10% from the savings already achieved in FY 2006. Enclosed is an analysis of FY 2006 actual cost compared to FY 2005, the same reporting format that will be used this fiscal year to monitor cost on a monthly basis. The report will not include travel information related to wildfire suppression and reimbursable programs. On a monthly basis the Business Operations Deputy Area will provide travel expense data to the Regions, Stations, Area (RSA), and Deputy Chiefs. Achieving a further 10% reduction will require the commitment of all line officers to travel only when necessary and use new technology such as videoconferencing and e-technology.

Environmental Footprint: Begin to focus on the Forest Service's "environmental footprint" by establishing up to 10 measures for energy consumption covering utilities, fossil fuel consumption, fleet use, and facility efficiency that can be tracked to the unit level and that can be compiled without impact to field units. To provide perspective, enclosed are [very tentative measures](#) being considered for initial use in reporting on the agency's footprint. Beginning in FY 2008, these measures will be reported in the Performance Accountability System and to the extent possible will be measured against consumption over multiple prior years. Additional work in this area will involve the establishment of an incentives program to build unit level commitment to reduce our agency's footprint. As part of this additional effort we will evaluate the inclusion of new performance measures associated with changing the agency's consumption habits further. This will involve added attention toward measures associated with recycling items such as paper and plastics, acquisition of "energy and environment friendly" equipment and supplies, and other means of changing our dependence on non-renewable energy sources



and reducing our impacts on the environment through reduced waste and emissions. This effort will be reflected in a Forest Service “Statement of Social Responsibility” that will publicly state the agency’s commitment to a reduced environmental footprint.

In closing, I would like to acknowledge the grass roots work of many employees throughout the agency and especially in Region 2, in focusing attention on the “Forest Service footprint” as part of the emerging global attention on “sustainable operations.” Success in this effort will help draw attention to the Forest Service commitment to being a leader in improving, enhancing, and protecting ecosystem services and the benefits we all obtain from the natural environment. Reduced consumption of energy and non-renewable resources supports these larger efforts and involves every employee through their personal attention to reducing our footprint.

Success in reducing travel costs and the agency’s footprint will bring the benefit of reducing agency operating costs and increasing available funds for direct program performance. With commitment of all Forest Service line officers, I feel we can build an agency wide enthusiasm for reducing travel costs and consumption of non-renewable resources that will be a visible model of which all employees can be proud.

/s/ Dale N. Bosworth
DALE N. BOSWORTH
Chief

Enclosures

cc: pdl wo ops amc all
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