



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-010 (II.A.)

To: Bureau Chief Financial Officers
Bureau Assistant Directors, Administration
Chief Financial Officer, National Business Center
Finance Officer, Office of the Special Trustee

From: Daniel L. Fletcher, Director
Office of Financial Management

Subject: The Department's Financial Management Green Plan

This Financial Administration Memorandum (FAM) provides an overview of the Department's Financial Management Green Plan and guidance on preparing green plan submissions in five detailed appendices. Appendix 1 is a quick guide to the Department's Financial Management Green Plan initiative and provides key points from each of the four following appendices summarized as bullets for easy reference. Appendix 2 discusses the Green Plan objectives and concept, Appendix 3 describes the Green Plan update process, Appendix 4 details how to prepare green plan examples, and Appendix 5 addresses reporting green plan accomplishments on the Internal President's Management Agenda (PMA) Financial Management Scorecard and in the semi-annual updates to the Department's Financial Management Green Plan.

Questions pertaining to the Department's Financial Management Green Plan should be directed to Dorothy Sugiyama, (202) 208-5789, e-mail Dorothy_sugiyama@ios.doi.gov, Mazie Murphy, (202) 208-5813, e-mail mazie_murphy@ios.doi.gov, or Stephen Mattingly, (202) 208-5785, e-mail Stephen_mattingly@ios.doi.gov.

Attachments:

1. Appendix 1: Quick Guide to the Department's Green Plan
2. Appendix 2: The Department's Green Plan Objectives and Concept
3. Appendix 3: The Departmental Green Plan Update Process
4. Appendix 4: Preparing Green Plan Examples for the Department's Green Plan
5. Appendix 5: Progress Reporting on Green Plan Initiatives

Prior Financial Administration Memoranda on this subject:

None