



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



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Memorandum

To: All Employees  
**ACTING DEPUTY**  
From: Director   
Subject: Climate Change Sharepoint Site Now Available

<http://sharepoint.fws.net/di/ccfy09ap/default.aspx>

The U.S. Fish and Wildlife Service (Service) is developing a strategic plan that will establish the vision and direction for the agency's response to accelerated climate change. During 2009, we are taking key first steps (FY 09 Climate Change Actions Priorities) to prepare our agency, building on the Service's commitment to implement landscape conservation through the Strategic Habitat Conservation framework, supporting our fiscal year 2010 climate change budget proposal, and reducing our carbon footprint. The full text of the FY 09 Climate Change Action Priorities is found at:

[https://intranet.fws.gov/climatechange/pdf/strategic\\_plan\\_docs/FY09\\_Priority\\_actions\\_directorate\\_decisions.pdf](https://intranet.fws.gov/climatechange/pdf/strategic_plan_docs/FY09_Priority_actions_directorate_decisions.pdf). In order to track our progress in meeting these priorities, the Service has created an intranet Sharepoint site.

The site lists more than 200 actions the Service is performing in FY 09 and into FY 2010. The site contains descriptions of each action, narrative on action progress, documents produced as a result of work on the actions, and the percent of each action completed. The FWS National Climate Team, composed of a representative of each Region and Program, is responsible for updating the progress on each action.

The Sharepoint site can be viewed by all Service employees. Employees connected to the Service Wide Area Network (SWAN) can access the site directly. Those not on the SWAN, for example, those who use the DOI VPN to access Quicktime, will also have to use the DOI VPN to access this site. To obtain the DOI VPN, contact the CIO Technical Support Center at 800-520-2433 or at [helpdesk@fws.gov](mailto:helpdesk@fws.gov).

The site contains a variety of features to help us accomplish our tasks, document accomplishments, and share information and ideas along the way. These features include:



**Actions:** Contains all the actions from the FY 09 Climate Change Action Priorities and identifies who is responsible for each action. Each action will be updated as to its status. There are 200+ actions, but only 100 per page. If you look at the upper right and lower center of each page, you will see links for viewing the next and previous pages of actions.

**Announcements:** A tool for posting relevant information for people visiting the site. The announcements on setting your time zone and reducing the number of log-ins, if followed, will facilitate your use of the site.

**Calendar:** Allows people working in the site to schedule events and due dates.

**Discussions:** A tool for people working in the site to ask questions and share ideas. The dialog is preserved so it will be available to others in the future. Also, people can see if a topic has already been discussed before trying to find an answer elsewhere.

**Documents:** A means of storing and sharing documents. It contains folders that correspond to each major action in the guiding document.

**Teams:** A tool for sharing information on team membership and contact information. Each team will have its own folder for uploaded documents.

**Links:** A means of seeing other Service sites focused on climate change. These links will allow people to learn of activities in all parts and levels of the Service.

I encourage each FWS employee to access the site to see all that the Service is doing to mitigate the effects of climate change, adapt to changes already being observed, and engage our employees and the public about climate change.

For more information, contact your Region or Program National Climate Team member. The contact information for the National Climate Team is contained in the Teams section of the Sharepoint site.