



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/CCU/019183

OCT 29 2004

Memorandum

To: Service Directorate
From: **Acting** Director *Michael J. Janis*
Subject: FAST TRACK Correspondence Procedures

The purpose of this memorandum is to explain and clarify FAST TRACK procedures. Over the last few years, the Service has decreased the number of overdue correspondence and the time it takes to approve correspondence. This is due, in part, to the system, known as FAST TRACK, that was developed to expedite the review and clearance process for issue mail.

The following procedures apply to incoming correspondence controlled by and requiring clearance from the Department of the Interior, as well as documents that the Director's office designates as **FAST TRACK**.

The Correspondence Control Unit (CCU) gives a copy of the incoming to the program office or faxes to the Region with a cover memo that states that draft language addressing the issues is to be emailed to Margie Nash and copied to Annie Brown and Nicole Alt by the given due date. The original is held by CCU. Please make sure that the instructions are passed on to the division or office preparing the draft response. It is important to retain the original control number and to follow the established process to maintain the integrity of the FAST TRACK system.

Prior to emailing, the draft language must be approved by the Regional Director or Washington Office division chief. Please send drafts as attachments to the email with the document named as document number and name of addressee (e.g., 019076 Pombo). When the drafts are received, CCU edits, formats, runs off a surname copy, assembles the folder, and circulates the package for surname. It is routed to the program Assistant Director, then to Congressional and Legislative Affairs, if it is to a member of Congress, before being surnamed or signed by the Director. The intent of the FAST TRACK system is to expedite review; therefore these packages, signified by a bright pink control sheet, should not leave the Main Interior Building for surname. If a program office requires one of their divisions to review a Regional draft, this should be handled via fax. CCU will coordinate any necessary Departmental review of FAST TRACK correspondence.

Once signed, CCU will ensure that the Region or Program originating the draft receives a copy of the final response.

All in all, the FAST TRACK system has worked very well when the procedures are followed. We appreciate your efforts to respond to correspondence in a timely manner. If you have any questions regarding this system, please contact Margie Nash, Correspondence Control Unit, at (202) 208-7535.

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