


BUSINESS MANAGEMENT and OPERATIONS

The Office of the Assistant Director for Business Management and Operations is an integral part of the Service's day-to-day operation, providing a foundation and the necessary tools for all natural resource programs to accomplish the Service's mission.

February 2009





“Generally, one of the ironies of management is that the payoff from good management is, in part, invisible. With good management, mistakes are avoided. Good management is manifested in quiet competence, in the anticipation and preemption of crisis. It is impossible to place a value on a crisis that didn’t occur or a problem avoided.”

-ANONYMOUS

Building on Success - Charting an Innovative Course to the Future **2009**

Our business plan for 2009 embodies a robust array of new management challenges such as the American Recovery and Reinvestment Act of 2009 (ARRA) coupled with our continued work to build upon last year's record of achievements. Working cooperatively with the Department and the new Administration, we will continue our strong support of Presidential Directives in the areas of Environmental Stewardship, Energy Management, Transportation Management and Improved Financial Management. Our overriding goal remains to incrementally improve or replace aging business processes through innovative policy, implementation of best practices and to direct-drive permanent business improvements to lessen the burden on field personnel.

The five divisions that now comprise Business Management and Operations collectively contribute to our mission and provide the functional foundation for Service programs nationwide. We provide the Service's natural resource programs with the necessary management and administrative tools to accomplish the Service's mission. Much of what we do happens behind the scenes and is transparent to Service employees. However, as you will see in the following pages, this organization entails many complex organizational units that are designed to ensure that the Service complies with Federal law and that we effectively execute Presidential Directives. What we do is not optional.

Our initiatives include strengthening our management processes for achieving and maintaining "green" on Departmental Scorecards. The Division of Financial Management aims to obtain clean audits on financial statements and to conduct a best practice review of our A-123 program to ensure program effectiveness.

Our Division of Contracting and Facilities Management works diligently to provide the Service with the most up-to-date policies for acquiring goods and services, while offering the public user-friendly tools for electronic acquisitions. They will work to attain "green" on the Department's scorecard on Transportation Management and develop an effective monitoring technique for timely and accurate disposal of surplus assets.

Our Division of Engineering is leading the Service's challenge to score "green" on the Department's Scorecards in the areas of Environmental Stewardship and Energy Management and will focus on selected resources to assure our targets are met. The structural integrity of bridges and dams located on Service lands is given the highest attention through the development of the Construction 5-Year Plan.

Safety and good health for Service employees are the highest priorities of our Division of Safety and Health. Their leadership is constantly on top of the latest policies, and works closely with the Regional Safety Programs to formulate policy for the awareness and training of all Service employees. They will work to complete safety management reviews to ensure program compliance and effectiveness of Regional safety programs.

Our joint efforts with program officials to promote their work includes our focus on the critical habitat of threatened and endangered species as our Division of Economics staff analyze the economic conditions of their designations.

These are some of the examples that demonstrate our commitment to offer behind-the-scenes guidance to the Service as we continue to chart an innovative course to the future.

Paul W. Henne
Assistant Director



U.S. Fish and Wildlife Service

Director - R. David Holt
Deputy Director - Dennis Deibel
Deputy Assistant Director - Tom DeGroot
Deputy Assistant Director - Jeff Hays
Deputy Assistant Director - Margaret Hopkins

Date: 10/20/07

Director's Office
Susan C. Murphy (20-1)

R. David Holt
Director, U.S. Fish and Wildlife Service



Table of Contents

Division of Financial Management (DFM)	
1	
<i>Responsibilities, 2009 Initiatives, 2008 Accomplishments, FTEs</i>	
1	
<i>2005–2007 Accomplishments</i>	2
<i>Organization Chart – WO</i>	3
<i>Organization Chart – Denver Operations</i>	
4	
<i>Workgroup/Team Participation</i>	
5	
Division of Contracting and Facilities Management (CFM)	6
<i>Responsibilities, 2009 Initiatives, 2008 Accomplishments, FTEs</i>	
6	
<i>2005–2007 Accomplishments</i>	7
<i>Organization Chart</i>	8
<i>Workgroup/Team Participation</i>	
9	
Division of Engineering (DEN)	10
<i>Responsibilities, 2009 Initiatives, 2008 Accomplishments, FTEs</i>	
10	
<i>2005–2007 Accomplishments</i>	11
<i>Organization Chart</i>	12
<i>Workgroup/Team Participation</i>	
13	
Division of Safety and Health (DSH)	14
<i>Responsibilities, 2009 Initiatives, 2008 Accomplishments, FTEs</i>	
14	
<i>2005–2007 Accomplishments</i>	15
<i>Organization Chart</i>	16
<i>Workgroup/Team Participation</i>	
17	
Division of Economics (ECN)	18
<i>Responsibilities, 2009 Initiatives, 2008 Accomplishments, FTEs</i>	
18	



2005–2007 Accomplishments 19

Organization Chart 20

Workgroup/Team Participation

21

Office of Clerical Support Services (OCSS)

22

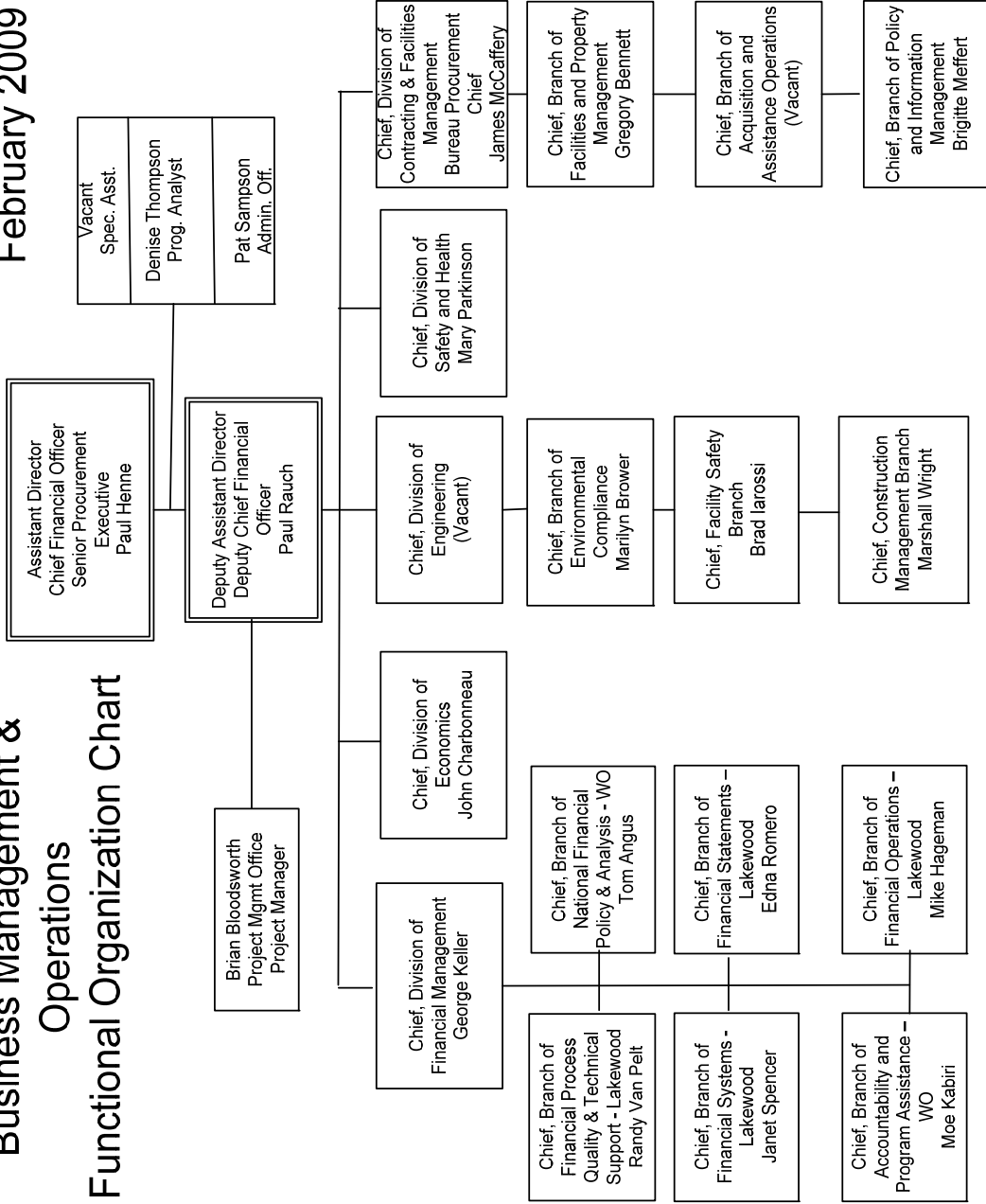
Accomplishments 2008

22

Listing of Laws 23-25

Business Management & Operations Functional Organization Chart

February 2009



Business Management and Operations Functional Summary

The Assistant Director for Business Management and Operations

(ABMO) discharges the duties of the Director with delegated authority, and is responsible for the development of policy and Servicewide guidance on a myriad of business management and operational activities. ABMO directs, formulates, and manages

Servicewide financial management activities, contracting and acquisition management, engineering and construction management, Servicewide safety, occupational health, and industrial hygiene programs, economic analyses, and other associated operational support functions. In addition, ABMO serves as the Service's Chief Financial Officer, the Head of Contracting Activity, and the designated Agency Safety Health Official. The ABMO participates on the CFO Council, and the Designated Agency Safety and Health Official Council.

Assistant Director – Paul Henne
703-358-1822, fax 703-358-2160

The Deputy Assistant Director for Business Management and Operations (DBMO) disseminates and clarifies directives and policies from the Department as they relate to the ABMO Division areas and ensures their implementation throughout the Service. The DBMO is the Deputy Chief Financial Officer for the Service.

Dep. Assist. Director – Paul Rauch
703-358-1912, fax 703-358-2160

The Division of Financial Management (DFM) develops and implements policies and procedures for Servicewide financial management, financial system policies and analysis, billings and collections, travel management, external financial reporting, charge card management, stewardship accounting and reporting, accounting operations, cost recovery, financial statement preparation, reporting and auditing, and the Service's investment management program.

Chief – George Keller
703-358-2054, fax 703-358-2265

The Division of Contracting and Facilities Management (CFM) develops policy and manages programs for personal property, Government quarters, space leasing, and the motor vehicle fleet. Also manages office facilities at the Washington Headquarters.

Chief – James McCaffery
703-358-2176, fax 703-358-2264

The Division of Engineering (DEN) manages the Service's construction, dam safety, bridge safety, seismic safety and environmental compliance programs.

Chief – Marilyn Brower (Acting)
703-358-1917, fax 703-358-2227

The Division of Safety and Health (DSH) oversees the Service's accident prevention program, accident investigations, and safety reporting and analysis.

Chief – Mary Parkinson
703-358-2255, fax 703-358-1875

The Division of Economics (ECN) provides socio-economic reviews and analyses including: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

Chief – John Charbonneau
703-358-2136, fax 703-358-2319

Division of Financial Management



Responsibilities

- Financial Analysis of Operations
- Financial Management Control Reviews
- Financial Management Policies
- Accounting Operations
- Financial Statement and CFO Reporting
- Financial Audit Management
- Core Financial Systems Management and Operations
- Billings and Collections
- Investment Program
- Integrated Purchase Card Management
- Travel Policies
- Debt Management
- Hyperion Maintenance
- Interfaces to and from the Federal Financial System
- Financial Management Reports Maintenance and Distribution

FTEs

FY 2005 FTEs: 69
FY 2006 FTEs: 69
FY 2007 FTEs: 69
FY 2008 FTEs: 69
FY 2009 FTEs: 69

FY 2009 Initiatives

- Submit accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Complete annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminate the Financial Process Questionnaire to Regions and summarize results.
- Transition to a new charge card vendor and offer Servicewide training.
- Develop an approach for expanding the use of financial information to support management decision-making in the Service.
- Provide support for the implementation of the Financial Business and Management System (FBMS) in DOI.
- Continue to maintain a "Green" rating on the Financial Management Scorecard.

FY 2008 Accomplishments

- Maintained "Green" rating on Financial Management Scorecard.
- Implemented a Servicewide charge card exception and review process.
- Met all performance goals in DOI's financial metrics matrix.
- Obtained clean (unqualified) audit opinion for 6th consecutive year with no major findings.
- Implemented new travel initiatives including on-line bookings, authorization, vouchers, and central billing of lodging costs. Provided related training, guidance and help desk support.
- Enhanced the Brio tool and provided training to the Programs.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 (Appendix A) with no significant deficiencies.
- Provided appropriate support for implementation of the Financial and Business Management System (FBMS) in DOI.

FY 2007 Accomplishments

- Maintained “Green” rating on Financial Management Scorecard.
- Developed nationwide guidance on credit card management.
- Met all performance goals in DOI’s financial metrics matrix.
- Obtained clean (unqualified) audit opinion for 5th consecutive year with no major findings.
- Managed travel vendor change conversion to Northrop Grumman’s GovTrip E-Travel service.
- Developed Revised Employee Relocation/Home Sale Incentive Policy with a potential to save close to \$1 million in relocation costs.
- Developed a comprehensive approach to implement OMB Circular A-123 (Appendix A).
- Designed and implemented reimbursable tracking procedures for Hurricane Katrina activities and worked closely with Region 4 to execute billings to recover funding from FEMA and other Federal agencies.
- Led Servicewide team in completing draft of Permanent Change of Station Handbook.

FY 2006 Accomplishments

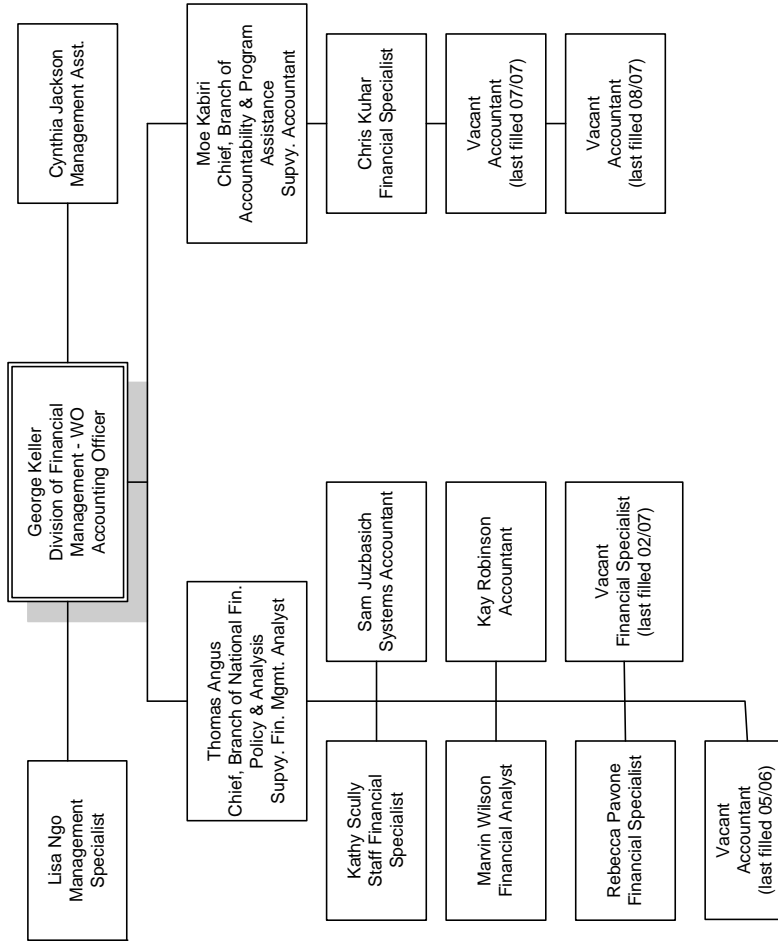
- Obtained an unqualified audit opinion with no material weaknesses or reportable conditions for FY 2006 and FY 2005.
- Achieved the top level **Green** score on the PMA and DOI Financial Management Scorecard.
- Facilitated the implementation of A-123.
- Supported DOI’s implementation efforts for Financial and Business Management System (FBMS) and e-travel.
- Implemented corrective actions for the FY 2004 audit findings concerning reportable conditions under 1) Real Property – CWIP; and 2) Financial Analysis.
- Monitored and certified employee credit card transactions with a delinquency rate of 0.8 percent, exceeding the DOI goal of 2 percent.
- Financial Transactions were promptly paid with a 98 percent Servicewide prompt payment rate, meeting the DOI goal.
- Performed home sale incentive award study and implemented a new policy projected to save the Service \$600K a year.

FY 2005 Accomplishments

- Achieved an unqualified audit opinion for the Service’s Financial Statements with no material weaknesses or reportable conditions.
- Achieved the top level **Green** score on the DOI Financial Management Scorecard.
- Implemented corrective actions for the FY 2004 audit findings concerning reportable conditions under 1) Real Property-CWIP; and 2) Financial Analysis.
- Monitored and tracked corrective actions, focusing on 1) IT Security/A-130 issues assigned to the CIO/IRTM; 2) Accounting Standards/ Condition Assessments to land assigned to the National Wildlife Refuge System; and 3) Accounting Standards/ Performance Measures assigned to the Budget, Planning and Human Resources Program.
- Supported DOI’s implementation efforts for Financial and Business Management System (FBMS) and e-travel.
- Facilitated the implementation of the Service’s user pay initiative for rental space payments.



U.S. Fish and Wildlife Service Org Code: 98300
Region 9 Business Management and Operations
Division of Financial Management - Washington Office

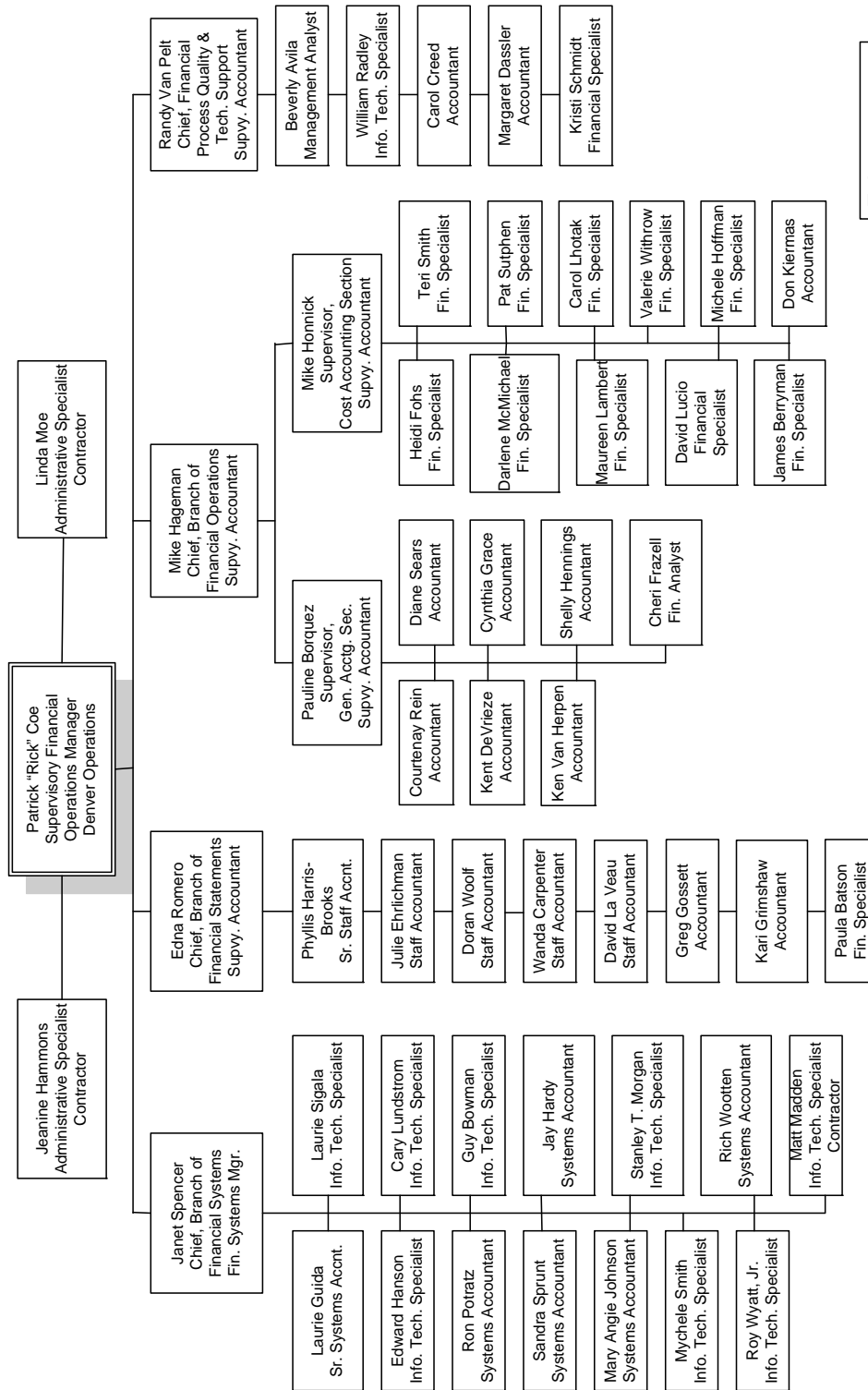


February 2009



U.S. Fish and Wildlife Service
Region 9 Business Management and Operations
Division of Financial Management – Denver Operations

Org Code: 98300



February 2009



Division of Financial Management

Workgroup/Team Participation

A-123 Workgroup (Department)
Budget Object Class Team (Department)
CFO Council (Department)
Eliminations Team (Department)
Financial and Business Management System (Department)
Financial Officers Partnership Steering Group (Department)
Financial Statements Guidance Team (Department)
Heritage Assets and Stewardship Land (Department)
Software Advisory Team (Department)
Standard Accounting Classification Advisory Team (Department)
Technical Hyperion User Group (Department)
Travel Policy Team (Department)
Financial Assistance Coordination Team (FACT) (Service)

Division of Contracting and Facilities Management



Responsibilities

- Contracts and Acquisitions of Supplies and Services
- Personal Property Management
- Motor Vehicle Fleet
- Facilities Management
- Space Leasing Program
- Green Purchase Program
- Management Controls
- Small Business Development Program
- Quarters Management
- Contracting Officers Appointments
- Interior Department Electronic Acquisition System (IDEAS) Management
- Contracting Officer Technical Representative Appointments
- Personal Property Management System (PPMS)

FTEs

FY 2005 FTEs: 26
 FY 2006 FTEs: 26
 FY 2007 FTEs: 26
 FY 2008 FTEs: 26
 FY 2009 FTEs: 32

FY 2009 Initiatives

- Achieve green rating on all applicable Presidential Management Agenda scorecards.
- Execute new requirements for Contracting Officer Technical Representatives.
- Focus on management control including acquisition and property management reviews and A-123 support.
- Update the 5-Year Space Plan in support of the Department's efforts to contain costs.
- Implement CFM reorganization to better focus on core mission responsibilities and promote succession planning.
- Execute facility upgrades and improvements based on new 4401 building lease requirements.
- Develop and implement new Service policy of leasing.
- Revitalize Small Business program to achieve all goals outlined to Small Business Administration.

FY 2008 Accomplishments

- Achieved green rating on all applicable Presidential Management Agenda scorecards.
- Executed the new requirements for Contracting Officers and Contracting Officer Representatives.
- Focused on management control including acquisition and property management reviews and A-123 support.
- Implemented Servicewide paperless acquisitions via the IDEAS system.
- Supported strategic sourcing initiative by leading the acquisition of Departmentwide relocation services and heavy equipment contracts.
- Completed the renovation of the 4401 building and developed a comprehensive facility plan for the Washington Office.
- Updated the 5-Year Space Plan in support of the Department's efforts to contain costs.
- Submitted data for capital equipment reporting by due date to ensure more accurate audits of Service financial statements.

FY 2007 Accomplishments

- Over 50 percent of eligible Service new or renegotiated contracted dollars are covered under performance-based service contracts; exceeding DOI's goal of 25 percent.
- Implemented new Contracting Officers Warrant Qualification/Education Standard and developed training policy.
- Completed three floors of a new space renovation and space assignments plan for tenants at the Arlington Square building.
- Developed 5-Year Fleet Plan consistent with the Asset Management Plan.
- Developed and issued a 5-year space management plan for the Regional Offices and the WO.
- Chaired the Service's Financial Assistance Coordination Team (FACT) and expanded partnership opportunities for Service programs.
- Partnered with NPS and USGS to share resources in joint acquisition management reviews of Regional Offices in accordance with DOI review standards.

FY 2006 Accomplishments

- Achieved Department's OMB requirements in grants.gov postings.
- Implemented electronic requisitioning for Region 9.
- Revised Service Manual Chapters on Micro-Grants and Fixed Amount Grants.
- Improved accountability of assets in the Personal Property Management System (PPMS) database for firearms.
- Implemented a Fleet 5-Year Plan for the Service.
- Conducted market research and drafted RFP for Departmentwide relocation services contract.
- Provided acquisitions support for the Washington Office reorganization study.
- Assisted the Division of Financial Management on management controls and A-123 support.
- Achieved a downsizing of the Service's fleet of vehicles in accordance with the Department's fleet initiative.

FY 2005 Accomplishments

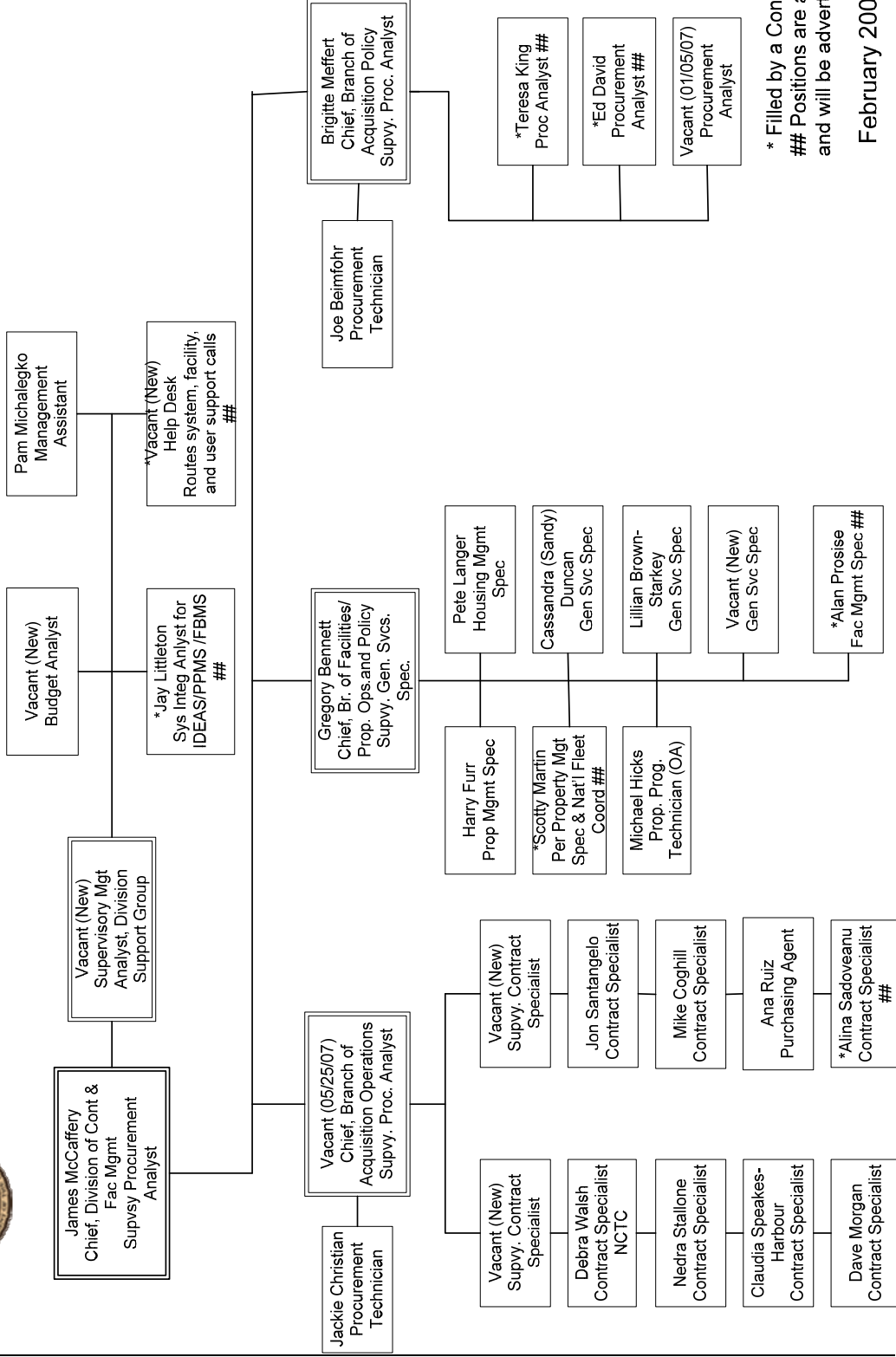
- Implemented the Financial Assistance module (e-grants Plus) of the Financial and Business Management System (FBMS) within the Service.
- Supported the Service's Financial Assistance Coordination Team (FACT) as Vice Chair to address various national policies.
- Developed streamlining procedures for financial assistance in support of the Department's 4C's and partnerships initiative.
- Assisted the Division of Engineering in the transition of A&E services and construction contracting from Denver to Washington.
- Developed a 5-Year Fleet Management Plan for the Service.
- Transitioned IDEAS to a new hardware platform to increase security and improve performance for its 1300 users.
- Regionalized space management, budgeting and bill paying to incentives for space containment and cost reductions.
- Assisted in the Service's Competitive Sourcing program for Regions 3 and 5 administrative and clerical positions.
- Issued Servicewide guidance for IT security and Section 508 contracting procedures.





U.S. Fish and Wildlife Service 9 Region Business Management Operations Division of Contracting and Facilities Management

Org Code: 98200



* Filled by a Contractor
Positions are approved
and will be advertised.

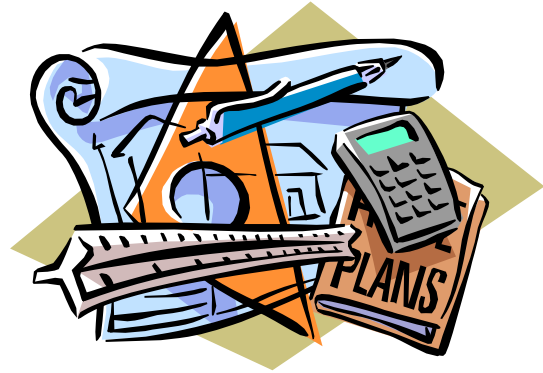
February 2009

Division of Contracting and Facilities Management

Workgroup/Team Participation

Acquisition Management Partnership (Department)
Competitive Sourcing and Procurement Team (Department)
CPIC Improvement Team (Department)
DOI Acquisition Workforce Development Team (Department)
DOI Charge Card Team (Department)
DOI Contracting Action Team (Department)
DOI Personal Property Management Partnership (Department)
Emergency Management Workgroup (Department)
FBMS Advisory Team (Department)
IDEAS Departmental User Group (DUG) (Department)
IDEAS Procurement User Group (PUG) (Governmentwide)
Interior Procurement Data System (IPDS) Coordinators Workgroup (Department)
Interior Space Coordination Council (Department)
Mail Council (Department)
National Fire Plan Contracting Strategy Team (Department)
Space Leasing Improvement Team (Department)
Business Partner Network (BPN) Regional Workgroup (Service)
Capital Equipment Workgroup-Personal Property (Service)
Competitive Sourcing Steering Committee (Service)
Contractor Safety Oversight Workgroup (Service)
IDEAS Project Management Team (Service)
IDEAS Service User Group (SUG) (Service)
IDEAS-FFS Interface Subgroup (Service)
Plant, Property and Equipment Data Management Corrective Action Team (Service)
Region 9 Safety and Security Committee (Service)
Servicewide Contracting Committee (Service)
Federal Quarters Management Information System Users Group (Governmentwide)
Governmentwide Acquisition Intern Program (Governmentwide)

Division of Engineering



Responsibilities

- Construction 5-Year Plan
- Energy Management
- Bridge, Seismic and Dam Safety
- Environmental and Facility Compliance
- Hazardous Waste Cleanup Program
- Environmental Management System (EMS)
- Engineering Policy

FTEs

FY 2005 FTEs: 23
FY 2006 FTEs: 17
FY 2007 FTEs: 17
FY 2008 FTEs: 17
FY 2009 FTEs: 14

FY 2009 Initiatives

- Complete the Service Seismic Strategic Plan.
- Complete the Migration of the EFCATS, Dam Safety and Bridge Inspection databases.
- Partner with BOR to establish Screening Level Risk guidelines and complete Risk Evaluations for six high or significant hazard Service dams.
- Enhance procedures to facilitate data entry (recommendations and costs) into SAMMS for dams, bridges and seismic programs.
- Expand the use of Regional Dam Safety Officers to perform inspections of low hazard Service dams, potentially saving \$100,000.
- Develop a draft Service Dam Security Plan.
- Prepare Director's Order on Greening and Sustainability related to the Construction program.
- Track 2009 Construction Appropriations projects in the Service Asset Management System (SAMMS).
- Prepare Director's Order on Value Analysis.

FY 2008 Accomplishments

- Completed the Engineering Review and submitted a findings/recommendations report to Regional Directors and the Deputies group.
- Implemented corrective action plan to address the financial audit finding on environmental compliance.
- Completed Emergency Action Plan (EAP) and Standard Operating Procedures (SOP) updates for the Service's high and significant hazard dams.
- Submitted a new manual chapter policy to address EO 13423 requirements for environmental stewardship.
- All 63 Environmental Management System (EMS) field stations achieved Green on the Environmental Stewardship scorecard resulting in the Service becoming the first bureau to fully implement the EMS program.
- Established CPIC process for \$2-\$10 million projects to address a DOI finding.
- Developed a draft strategic plan for the Seismic Safety Program.
- Conducted an independent evaluation of the Service Bridge Safety Program.

FY 2007 Accomplishments

- Issued first ever Servicewide engineering performance report for cost, workload and performance data and analysis.
- Successfully maintained a green rating on the Energy Management Scorecard.
- Made substantial progress in getting to green on Environmental Management Scorecard.
- Ensured the use of consistent national coding of the Fair Act designations (Best Practice).
- Finalized relocation of DEN function from Denver to Arlington.
- Implemented 2nd year of DEN strategic plan setting priorities for FY 2006 to FY 2008.
- Completed 101 of 103 planned FY 2006 Environmental Compliance Audits.
- Implemented DOI's Environmental and Disposal Liabilities (EDL) guidance.
- Completed 38 of 45 planned FY 2007 SEED inspections on significant and high hazard dams.
- Completed 245 of 358 planned FY 2007 Bridge Inspections.
- Completed 100 percent of required Environmental Management Systems.

FY 2006 Accomplishments

- Organized the Servicewide Cost Recovery Team to review rates and policies for FY 2007 and FY 2008.
- Coordinated Servicewide effort and worked with DOI to track Servicewide costs related to hurricane events. Performed tracking and billing of \$2 million in costs to FEMA for Emergency Support Function (ESF-3) recovery efforts.
- Completed the DEN transfer of function from Denver, CO, to Arlington, VA.
- Awarded the construction phase of the NCTC waterline project.
- Revised policy and business rule to ensure successful documentation and reporting of the Service's Environmental and Disposal Liabilities (EDL). Roles and responsibilities of DEN and DFM were clarified.
- Updated EAP and SOP ahead of schedule on all Service's high and significant hazard dams.
- Assisted Refuge Roads program with Federal Highway Administration accounting policy change and created all new postings and procedures and process Contract and Point of Obligation authority.

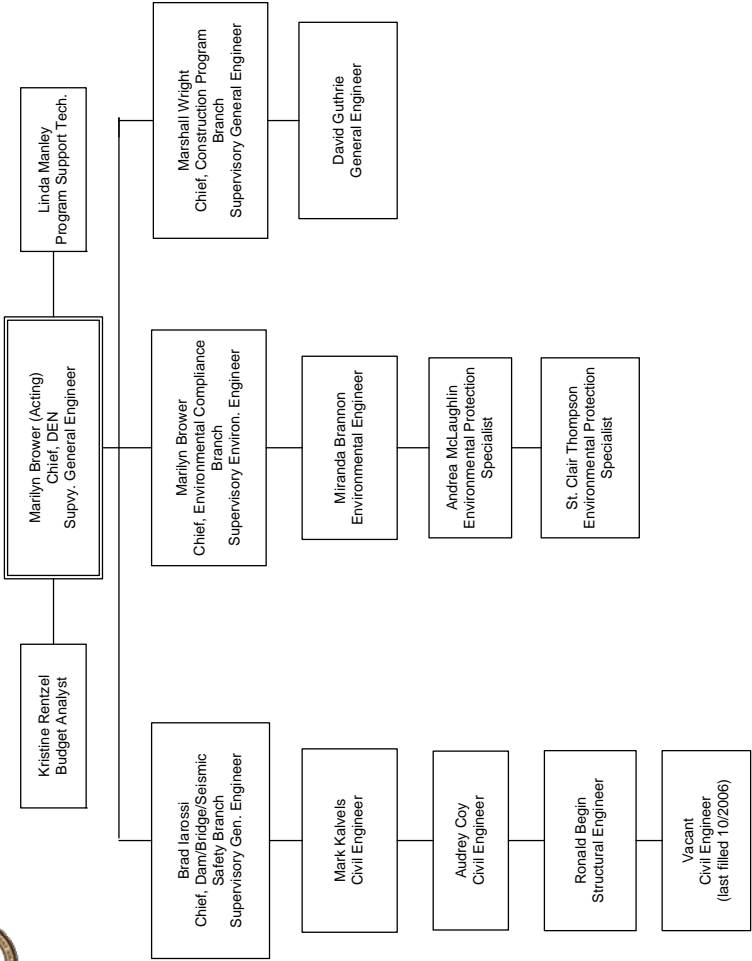
FY 2005 Accomplishments

- Completed 19 of 21 scheduled EMS plans. Two EMS plans were not completed due to DEN's Emergency Support Function-3 (ESF-3) response to Hurricane Katrina.
- Substantially completed the relocation of DEN business systems, files and staff to Arlington, VA.
- Completed major repair projects at Jessup Mill Pond Dam and Orangeburg Substation Dam.
- Completed the transition of all remaining Plant, Property and Equipment (PP&E) Team work assignments to the Division of Financial Management.
- Provided Servicewide leadership in response to Hurricane Katrina.



U.S. Fish and Wildlife Service Region 9
Assistant Director – Business Management and Operations
Division of Engineering

Org Code: 98600



February 2009

Division of Engineering

Workgroup/Team Participation

DOI All Appropriate Inquiry Workgroup (Department)
DOI Alternative Fuels Task Force (Department)
DOI Base Realignment and Closure Workgroup (Department)
DOI Capital Planning and Investment Control (CPIC) Coordinators Group (Department)
DOI Central Hazardous Materials Fund — Technical Review Committee (Department)
DOI Energy Conservation Committee (Department)
DOI Enterprise Architecture, Water Resource Management Team (Department)
DOI Environmental Achievement Awards Selection Team (Department)
DOI Environmental Disposal Liabilities Workgroup (Department)
DOI Environmental Management System (EMS) Council (Department)
DOI Former Battlefields Workgroup (Department)
DOI Greening Advisory Council (Department)
DOI Sustainability Workgroup (Department)
DOI Working Group for Dam Safety and Security (Department)
FWS Asset Management Team (Service)
FWS Dams Hazard Classification Panel (Service)
FWS Emergency Action Team for All High and Significant Hazard Dams (Service)
FWS Environmental Leadership Awards Selection Committee (Service)
FWS Refuge Cleanup Funding Allocation Team (Service)
FWS SAMMS Development Team (Service)
Association of State Dam Safety Officials Dam Owner Education Committee (Interagency)
Department of Homeland Security Interagency Committee on Dam Safety (Interagency)
Munitions Response Committee (Interagency)

Division of Safety and Health



Responsibilities

- Serves as principal advisor on the Service's safety program, and makes recommendations on national accident prevention policies and programs.
- Interprets safety and health policies.
- Conducts Regional Safety Program evaluations.
- Provides technical assistance in accident investigation and reporting.
- Provides safety awareness and training information.

FTEs

FY 2005 FTEs: 3
FY 2006 FTEs: 3
FY 2007 FTEs: 3
FY 2008 FTEs: 3
FY 2009 FTEs: 3

FY 2009 Initiatives

- Conduct a safety and health program evaluation of Regions 1 and 8.
- Actively participate in the DOI DASHO Council, DOI Safety Council, FWS Watercraft Working Group, FWS Diving Control Board and the Washington Office Safety and Security Committee.
- Collaborate with FWS Division of Engineering to develop a field station safety self-certification tool.
- Revise policy Manual Chapters 242 FW 7, Pesticide Users Safety; 241 FW 4, Explosives Safety; and 241 FW 5, Wildlife Netting.
- Evaluate the need for a safety support survey tool to increase program effectiveness.
- Review Safety Management Information data to identify areas and activities needing an accident prevention focus.

FY 2008 Accomplishments

- Identified chargeback processes within DOI, contracted for review of questionable workers comp cases, and reduced costs by approximately \$125K.
- Participated with WO Safety Managers to address findings in the 2008 IG audit of the DOI Safety and Health Program. A standardized DOI-wide system approach for inspection of workplace safety was proposed.
- Conducted a safety program evaluation in Regions 5.
- An AED program for life-threatening situations was implemented in the Service's Arlington facilities and 3200 wing of MIB. One hundred twenty employees were trained on AED use.
- Updated and initiated Service Manual Chapters for the following areas: Program Management, Awards and Incentives, Industrial Hygiene Policy, Noise Control, Laboratory Safety, Formaldehyde, and Respiratory Protection.
- Participated in the DOI Safety Council, DOI DASHO Council, FWS Watercraft Safety groups.
- Exceeded all 4 Safety Health and Return to Employment (SHARE) goals – well below the DOI “not to be exceeded” level.

FY 2007 Accomplishments

- Exceeded all four Safety, Health, and Return to Employment (SHARE) goals falling well below the DOI “not to be exceeded” level.
- Evaluated USGS Automated Safety Inspection System.
- Developed Workers’ Compensation Project Plan for Regional review.
- Established FWS Workers’ Compensation Work Group to study ways to reduce costs.
- Participated in field validation of Refuge Law Enforcement medical standards program.
- Assisted in the development of the draft DOI Pandemic Flu Plan.

FY 2006 Accomplishments

- Participated in DOI DASHO Council, DOI Safety Council, DOI and FWS Watercraft Working Groups and FWS Diving Control Board.
- Reviewed automated safety inspections and abatement tracking systems for Regional Collateral Duty Safety Officers.
- Issued Service policy and guidance on safety and health requirements for avian influenza surveillance and detection activities.
- Participated as subject matter expert in an NCTC distance learning course for Early Detection Surveillance for Avian Influenza.
- Participated in a Servicewide Chargeback Team to establish a proposal for monitoring workers compensation costs associated with employee injuries and charge costs to the affected employee’s organization.
- Developed a Servicewide Pandemic Flu Response Plan.

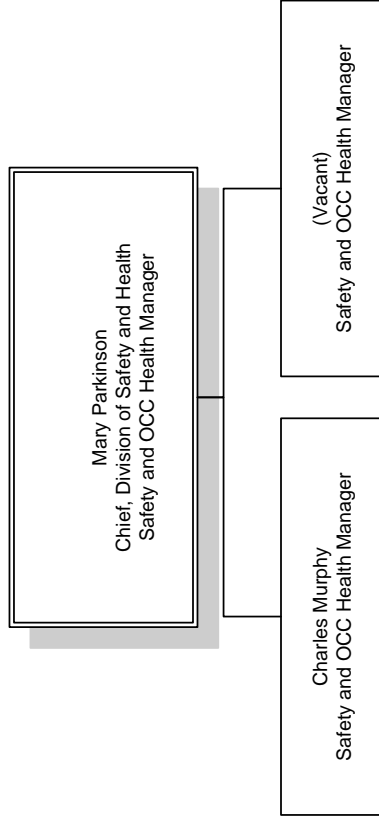
FY 2005 Accomplishments

- Worked with the Service’s Heavy Equipment Coordinator to create an All Terrain Vehicle (ATV) safety policy (243 FW 6).
- Participated and supported the DOI and FWS Watercraft Safety Working Groups and FWS Diving Control Board.
- Resolved identified OWCP program management deficiencies.
- Conducted safety program evaluations of Regions 2 and 4.
- Conducted a Regional Safety managers meeting.
- Coordinated with DOI Office of Occupational Health and Safety to enhance medical program standards for Environmental Contaminants specialists and Refuge Law Enforcement personnel.
- Revised Service policy for 241 FW 4 – Explosives Safety, 241 FW 9 – Wildlife Inspector Safety, 242 FW 6 – Hazardous Materials, and 242 FW 7 Pesticide User Safety.



**U.S. Fish and Wildlife Service
Region 9
Assistant Director – Business Management and Operations
Division of Safety and Health**

Org Code: 98100



FTE AUTHORIZATION = 3
VACANCIES = 1

February 2009



Division of Safety and Health

Workgroup/Team Participation

DOI Contaminated Collections Working Group (Department)
DOI Designated Agency Safety and Health Official Council (Department)
DOI Diving Safety Workgroup (Department)
DOI Industrial Hygiene Working Group (Department)
DOI Safety Council (Department)
DOI Watercraft Safety Working Group (Department)
FWS Diving Control Board (Service)
FWS Law Enforcement Medical Review Board (Service)
FWS Regional Safety Managers' Team (Service)
FWS Watercraft Safety Working Group (Service)
Washington Office Safety and Security Committee (Service)
Federal Council on Skin Cancer Prevention (Interagency)

Division of Economics



Responsibilities

- Coordinate and integrate economic analysis into a decision-making process.
- Conduct economic analyses to include: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

FTEs

FY 2005 FTEs: 6
FY 2006 FTEs: 6
FY 2007 FTEs: 6
FY 2008 FTEs: 6
FY 2009 FTEs: 6

FY 2009 Initiatives

- Complete economic analysis of the production and stocking program of the White Sulphur Springs National Fish Hatchery.
- Complete Report on Economic Benefits of the Fishery Program.
- Meet due dates for all court ordered critical habitat economic analyses.

FY 2008 Accomplishments

- Completed a regulatory Impact Analysis for Fall Migratory Bird Hunting Regulations.
- Completed the economic analysis of the fishery stocking program. Decision was made to expand the analysis to include 3 years of data and highlight major and representative accomplishments for habitat restoration. The final report is due in FY 2009.
- Completed all economic analyses of the Endangered Species critical habitat designation prior to court assigned dates.

FY 2007 Accomplishments

- Developed standardized briefing template for decision making by the Director, FWS and Assistant Secretary for FWP as a result of economic analyses of critical habitats of endangered species.
- Developed a standardized process to facilitate rule-making decisions for the invasive species program.
- Completed a report on the economic benefits of rainbow trout stocking in the United States.
- Completed an economic analysis of the Endangered Species Act regulations and analysis of migratory bird hunting regulations.

FY 2006 Accomplishments

- Met all Court-ordered critical habitat economic analyses due dates.
- Reviewed proposals for Chesapeake Bay oyster restoration benefit estimates for the Annapolis Field Office and NOAA.
- Completed a report on the Economic Impacts of Cache River Restoration Expenditures and presented findings at the Cache River Symposium August 2006.
- Assisted the Solicitor's Office with updating damage estimates for out-of-court settlements.
- Advised the Endangered Species Program on the cost reduction effects of using a more efficient economic analysis procedure after a program-by-program workload study.
- Completed the Economic Effects of the Recreational Use of Alchesay-Williams Creek National Fish Hatchery 2004 Stocking and other Region 4 warm water hatcheries analyses.
- Continued work on the Economic Analysis for the Southeast Aquatic Resources Partnership (SARP) and reported on the Economic Impact of Tailwater Trout Fisheries.

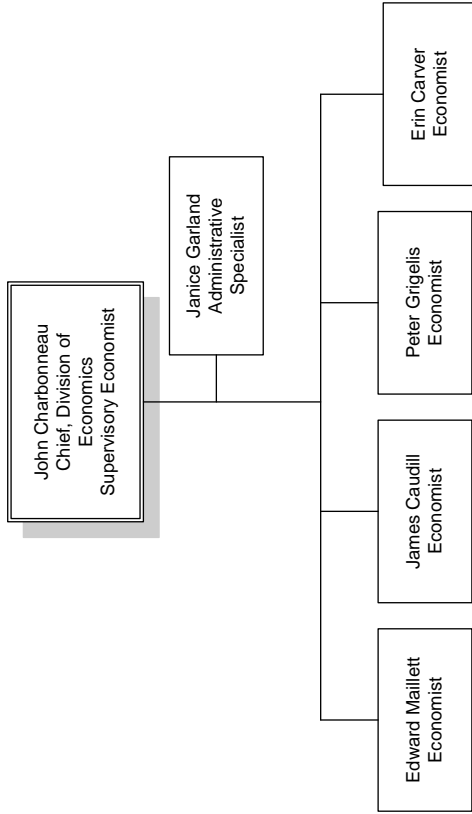
FY 2005 Accomplishments

- Completed Economic Benefits of Warm Water Hatcheries Stocking Program for Region 4.
- Completed the Banking on Nature 2004 Report estimating economic benefits of national wildlife refuge visitation based on data collected from 100 refuges.
- Completed report on Migratory Bird Hunting and Conservation Stamp Sales to brief Secretary Norton regarding proposed legislation to increase the price of duck stamps. Copies were requested by Congress.
- Provided economic analysis on impacts of grazing on the Little Pend Oreille Refuge to facilitate the Refuge to work with the community regarding their concerns of reduced grazing.
- Discussed the use of FWS economics with Japanese delegation as they relate to U.S. policy.



U.S. Fish and Wildlife Service
Region 9
Assistant Director – Business Management and Operations
Division of Economics

Org Code: 98600




February 2009

FTE AUTHORIZATION = 6



Division of Economics

Workgroup Team Participation

- 
- Fisheries Efficiency Measure Work Group (Service)*
 - Association of Environmental and Resource Economists Program Committee (Interagency)*
 - Atlantic States Marine Fishery Commission Committee on Social Sciences (Interagency)*
 - Economic Workgroup for Hydropower Relicensing of Hells Canyon Dam (Interagency)*
 - Natural Resource Damage Assessment Teams (Interagency)*
 - *Massachusetts Military Reservation*
 - *Hudson River Economic Technical Working Group*

Office of Clerical Support Services



FY 2008 Accomplishments

The Post Competition Accountability Report on the MEO Office of Clerical Support Services (OCSS) during the review period for 2007-2008, indicated that the OCSS was a resounding success. The OCSS provided high quality and timely services to its customers at a considerable savings to the Government. At the time of the review, several recommendations were offered to further enhance the efficiency of the MEO.

One recommendation was to decentralize the management of the MEO. This recommendation was adopted and became effective January 4, 2009, when the management and staff of the OCSS were realigned back to the program offices to realize additional efficiencies in operation and cost, and further enhance customer service.

Listing of Laws

The Service operates under a number of legislative authorities, and BMO Offices provide direct or indirect support in carrying out the mandates of each Act. BMO entities play an integral role with other Service natural resource programs in administering these laws.

Division of Financial Management	<i>Federal Credit Reform Act of 1990 (Accounting for Credit Programs)</i>	<i>Supplemental Appropriations Act of 1950 (Fund Control)</i>
<i>Accounting Standardization Act of 1995 (extends financial statement requirements)</i>	<i>Federal Financial Assistance Streamlining Act of 1999 (Financial Assistance, Grants)</i>	<i>Travel and Transportation Reform Act of 1998 (Charge Cards, Interest on Travel)</i>
<i>Antideficiency Act (Fund Control)</i>	<i>Federal Financial Management Improvement Act of 1998 (Financial Systems, Coordination with CIO)</i>	<i>Travel Expense Act of 1949 (Travel Regulations)</i>
<i>Balanced Budget and Emergency Deficit Control Act of 1985 (Fund Control)</i>	<i>Federal Managers Financial Integrity Act of 1982 (Improving Management)</i>	Division of Contracting and Facilities Management
<i>Budget and Accounting Act of 1921 (Fund Control)</i>	<i>Federal Travel Disclosure Act of 1995</i>	<i>Administrative Dispute Resolution Act</i>
<i>Budget and Accounting Procedures Act of 1950 (Fund Control)</i>	<i>Federal Salary and Fringe Benefits Act of 1966 (Travel Regulations)</i>	<i>African Elephant Conservation Act</i>
<i>Budget Enforcement Act of 1990 (Fund Control)</i>	<i>General Government Matters Appropriation Act of 1958 (Fund Control)</i>	<i>Alaska National Interest Lands Conservation Act</i>
<i>Cash Management Improvement Act of 1990, Amendments of 1992</i>	<i>Government Management Reform Act of 1994 (Accountability Reports)</i>	<i>Anadromous Fish Conservation Act</i>
<i>Chief Financial Officers Act of 1990 (Improving Financial Management, Establishing Accounting Standards, Creation of CFO's, and Audited Financial Statements)</i>	<i>Government Performance and Results Act of 1993 (Cost Accounting)</i>	<i>Antideficiency Act</i>
<i>Computer Security Act of 1987 (Security in Financial Systems)</i>	<i>Impoundment Control Act of 1974 (Fund Control)</i>	<i>Brooks Architect-Engineers Act</i>
<i>Congressional Budget Act of 1971 (Fund Control)</i>	<i>Independent Offices Appropriation Act of 1952 (Cost Recovery)</i>	<i>Buy American Act</i>
<i>Constitution of the United States (Article 1—Fund Control and Reports on Government Funds)</i>	<i>P.L. 106-408, Fish and Wildlife Programs Improvement and National Wildlife Refuge System Centennial Act of 2000</i>	<i>Clean Vessel Act of 1992</i>
<i>Debt Collection Act of 1982</i>	<i>Service Appropriation Acts Federal Power Act (cost accounting for FERC)</i>	<i>Coastal Wetlands Planning, Protection and Restoration Act</i>
<i>Debt Collection Improvement Act of 1992, 1996</i>		<i>Competition in Contracting Act of 1984</i>
		<i>Contract Disputes Act of 1978</i>
		<i>Contract Work Hours and Safety Standards Act</i>
		<i>Cooperative Research Units Act of 1960</i>
		<i>Copeland Act</i>

<i>Davis-Bacon Act</i>	<i>Miller Act</i>	<i>Wild and Free-roaming Horses and Burros Act</i>
<i>Debt Collection Improvement Act of 1996</i>	<i>National Energy Conservation Policy Act</i>	Executive Orders
<i>Drug-free Workplace Act of 1988</i>	<i>National Maritime Heritage Act of 1994</i>	<i>Agency Procurement Protests</i>
<i>Economy Act</i>	<i>National Wildlife Refuge System Admin. Act of 1966</i>	<i>Developing Bio-based Products</i>
<i>Endangered Species Act of 1973</i>	<i>Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990</i>	<i>Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Naturalization Act Provisions</i>
<i>Energy Policy and Conservation Act</i>	<i>North American Wetlands Conservation Act</i>	<i>Empowerment Contracting</i>
<i>Fair Labor Standards Act</i>	<i>Office of Federal Procurement Policy Act of 1974, as Amended</i>	<i>Ensuring the Economical and Efficient Administration and Completion of Federal Government Contracts</i>
<i>False Claims Act</i>	<i>Partnerships for Wildlife Act</i>	<i>Federal Acquisition and Community Right-to-Know</i>
<i>Federal Acquisition Streamlining Act of 1994</i>	<i>P.L. 85-804, Relating to National Defense Contracts and Extraordinary Contractual Actions</i>	<i>Federal Acquisition, Recycling, and Waste Prevention</i>
<i>Federal Property Management Regulations</i>	<i>P.L. 89-672, Contracting Procedures for Scientific Research</i>	<i>Federal Procurement Reform</i>
<i>Federal Technology Transfer Act</i>	<i>Procurement Integrity Act and Clinger-Cohen Act of 1996</i>	<i>Federal Use of Alternative Fueled Vehicles</i>
<i>Federal Supply Schedule Programs</i>	<i>Prompt Payment Act</i>	<i>Greening the Government</i>
<i>Fish and Wildlife Act of 1956, as Amended</i>	<i>Resource Conservation and Recovery Act of 1976</i>	<i>Identification of Trade Expansion Priorities and Discriminatory Procurement Practices</i>
<i>Fish and Wildlife Conservation Act of 1980</i>	<i>Rhinoceros and Tiger Conservation Act of 1994</i>	<i>Increasing Opportunities for Women-Owned Small Businesses</i>
<i>Fish and Wildlife Coordination Act of 1984, as Amended</i>	<i>Salmon and Steelhead Conservation and Enhancement Act of 1980</i>	<i>Prohibition of Acquisition of Products Produced by Forced or Indentured Child Labor</i>
<i>Freedom of Information Act</i>	<i>Service Contract Act of 1965</i>	<i>Various orders on the use of Federal Prisoners, etc. on Contractors' Work Forces</i>
<i>General Accounting Office Rules for Filing Protests and Claims</i>	<i>Small Business Act</i>	<i>Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions</i>
<i>Great Lakes Fishery Act of 1956</i>	<i>Take Pride in America Act</i>	
<i>Great Lakes Fish and Wildlife Restoration Act of 1990</i>	<i>Trade Agreements Act of 1979</i>	
<i>HUBZone Program</i>	<i>Use of Private Sector Temporaries</i>	
<i>Indian Incentive Contracting</i>	<i>Walsh-Healey Public Contracts Act</i>	
<i>Indian Self-determination and Education Assistance Act Program</i>	<i>Wild and Scenic Rivers Act</i>	Division of Engineering
<i>Javits-Wagner-O'Day Act (JWOD)</i>	<i>Wild Bird Conservation Act of 1992</i>	<i>Authorizing Statutes</i>
<i>Lacey Act Amendments of 1981</i>		
<i>Marine Mammal Protection Act of 1972</i>		

Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as Amended (P.L. 96-510, 42 U.S.C. 96-1, et. Seq.)

Department of the Interior and Related Agencies Appropriations Act (Annual)

Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701-7706)

Energy Policy Act of 1992 (P.L. 102-486), as Amended

Federal Facilities Compliance Act (50 U.S.C. 1941)

National Energy Conservation Policy Act (P.L. 95-619), as Amended (12 U.S.C. 1451-8278)

Pollution Prevention Act of 1990 (P.L. 100-508), as Amended, (42 U.S.C. 13101, 13101 note, 13102-13109)

Resource Conservation and Recovery Act (P.L. 94-580, as Amended) (23 U.S.C. 144 and 151)

Executive Orders

Executive Order 12088, Compliance with Pollution Control Standards

Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction

Executive Order 12844, Federal Use of Alternative Fueled Vehicles (April 1993)

Executive Order 12941 for Seismic Risk Safety (December 1984)

Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition

Executive Order 13123, Greening the Government Through Efficient Energy Management (June 1999)

Presidential Memorandum issued October 1979, Federal Guidelines for Dam Safety

Division of Safety and Health

Executive Order 12196, Occupational Safety and Health Programs for Federal Employees

Occupational Safety and Health Act

Public Law 91-596, Sec 19, Federal Agency Safety Programs and Responsibilities

Division of Economics

Clean Water Act, CERCLA and the Oil Pollution Act

Endangered Species Act

Executive Order 12866 and the Regulatory Flexibility Act

Federal Power Act

Fish and Wildlife Coordination Act Programmatic Needs

National Environmental Policy Act (NEPA)