



Administrative & Support Functions

Keeping the many Service projects and programs running efficiently requires much more than biological expertise. The bills need to be paid and staff need to be hired. The computer network must be working and there are Congressional inquiries that need to be answered. These are just some of the day-to-day, but critical administrative and support functions of the Service.

Budget, Planning and Human Capital Budget

The Division of the Budget works with the Department, the Office of Management and Budget, and the Congress to obtain needed resources for the Service's programs. The Budget office also leads the Service's effort to formulate annual budget requests. Service funding includes eleven appropriated accounts totaling \$1.2 billion and nine permanent accounts of over \$700 million. The Budget Division explains the Service's request during Congressional hearings and briefings. After appropriations, the Division works with the Treasury Department to gain the necessary warrants and coordinates distribution of funds.

Human Capital

The Division of Human Capital works to ensure the Service's workforce is robust, diverse, qualified, and prepared to carry out its mission. The Division provides human resources guidance and support to the Service's managers and employees, including position management, position classification, recruitment, qualification analyses, staffing, employee relations, employee recognition, and employee benefits. The Division is also responsible for planning, directing, and evaluating comprehensive workforce and succession planning initiatives as well as managing the Service's Equal Opportunity Program.

Policy and Directives Management
The Division of Policy and Directives Management maintains the Service's extensive directives system, which includes manuals and Director's Orders. The Division also processes charters for and appointments to Federal Advisory Committees and each year examines over 500 documents prior to publication in the Federal Register. The Division also coordinates responses to policy data calls and serves as liaison to the Office of the Inspector General and the General Accountability Office.

Division of Cost Performance and Management

The Division of Cost and Performance Management provides leadership, guidance, and direction on strategic planning, performance management, and organizational and process improvement, including Activity Based Costing (ABC). The division utilizes cost and performance data to assist the Service with budget planning, manages performance data collection, reporting and accountability through the Service's Operational Plan, and supports efforts to use cost and performance data in agency operations.

Business Management and Operations

The Assistant Director for Business Management and Operations (ABMO) serves as the Service's Chief Financial Officer; the Head of Contracting Activity, and the designated Agency Safety Health Official.

Financial Management

The Division of Financial Management 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 agency's investment management program.

Contracting

The Division of Contracting and Facilities Management 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.

Engineering Services

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

Safety and Health

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

Economic Analyses

The Division of Economics provides socio-economic reviews and analyses for critical habitat designations, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam re-licensing reviews.

Information Resources and Technology Management (IRTM)

The Assistant Director for IRTM serves as the Service's Chief Information Officer. IRTM is responsible for data management, national GIS coordination, corporate software license agreements, systems consultation and development, and other national technological endeavors.

IRTM provides national infrastructure services such as the Service Enterprise Architecture,

Service Wide Area Network (SWAN), Enterprise Messaging, Web Services, Land Mobile Radio, Enterprise Technical Service Center and Enterprise technology engineering. They also provide customer support for 600 users and 53 file and application servers in the Washington Office (WO), which includes hosting the IT (Information Technology) help desk for headquarters.

IRTM is responsible for oversight of IT portfolio and capital management; E-Gov issues; Freedom of Information Act, Privacy Act, and Section 508 of the Rehabilitation Act compliance; enterprise hardware/software management; and IRTM Emergency Management. IRTM also oversees the Service's information security program and maintains and monitors network security subsystems to ensure a stable and reliable environment for the agency's networks.

External Affairs

The Office of External Affairs coordinates national communications and outreach efforts in support of the agency's mission while building capacity throughout the Service to enhance the agency's public perception as a science-based leader in natural resource conservation and management.

Division of Communications

Works with Service leadership to set national communications policy and strategies designed to inform employees, the public and targeted audiences of the agency's priorities and actions. The Division also works to build the communications capacity of the agency through guidance and training while serving as a resource for employees interacting with the news media and the public.

Division of Congressional and Legislative Affairs (CLA)

Serves as the agency's primary point of contact with the Congress and is responsible for the Service's legislative agenda and congressional relations program. CLA also coordinates preparation and approval of Congressional testimony, letters to Congress, and other legislative activities.

Division of Program and Partnership Support

Provides strategic leadership that enhances Service partnerships through cross-agency coordination, streamlining partnership agreements, and providing a comprehensive repository for partnership-related information. The Division also provides programs with printing and audiovisual support, maintenance of the agency's web presence, and a Customer Service Center (1-800-344-WILD).

In addition, a Native American Liaison works with Regional Native American Liaisons to enhance coordination of Federal and Tribal conservation efforts.

National Conservation Training Center

The National Conservation Training Center (NCTC) located near Shepherdstown, West Virginia, is the major training facility of the Fish and Wildlife Service. It provides instruction for Service employees as well as other conservation professionals from the Department, other federal, state and local governments, conservation organizations, private landowners and the business community. Training for FWS employees is tied directly to mission accomplishment, ensuring the workforce has the necessary job-related skills.

Science Advisor

The Science Advisor provides counsel to the agency's leadership on scientific policy and issues of importance. The Advisor coordinates the Service's Science Committee, a broad-reaching group of agency employees working on the use of science in agency decision-making. The Advisor also coordinates the agency's landscape conservation and climate change planning efforts at the national level.

The office also maintains the Service's Science Excellence program, the goal of which is to strengthen the Service's tradition of scientific excellence in the conservation of fish, wildlife, plants and their habitat. We accomplish this by:

- Expanding our capacities to acquire apply and communicate scientific information.

- Promoting active involvement of the Service and our employees in the larger scientific community.
- Encouraging strengthened partnerships between the Service and other scientific organizations, particularly the U.S. Geological Survey.
- Growing the next generation of Service scientists

In January 2008, the Service adopted a Scientific Code of Professional Conduct. The code, developed over a three-year period by the Service's Science Committee, is a set of guidelines applicable to scientists, managers and executives within the agency. It applies to scientific conduct, but also extends to the translation and application of science used to inform resource management decisions. The code provides clear guidance to support employees and managers in their pursuit of sound science and help the Service maintain open and robust ties with the greater scientific community.

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