

Appendix B. Partners for Fish and Wildlife Program Staff and Organizational Structure: Southeast Region

The Partners Program had 32 full time staff located in various offices across the Region (Table B1 and Fig. B1). Program staff consist of a Regional Coordinator (1), State Coordinators (10) and a Caribbean Program biologists (20). In addition to providing technical assistance to private landowners and other partners and developing, implementing and managing habitat improvement projects, State Coordinators are responsible for coordinating and reporting all Partners Program activities across all Service Program areas, and with all other agencies and partners within their State. The primary responsibility of a Partners biologist is to develop partnerships and deliver the Program on the ground.

All Regional Program staff are officially included within Ecological Services (ES), Division of Conservation Partnerships (DCP). The Regional Coordinator is supervised by the Chief, DCP, while the Chief, DCP is supervised by the Assistant Regional Director, ES. All of the field staff are supervised by the Service Project Leader at the station where they are assigned. Therefore, those positions stationed at a Refuge office are supervised by the Refuge Manager; those at a Migratory Bird office by the Project Leader of that office, etc.

Program Position Responsibilities

At the national level the Partners Program is part of the Division of Fish and Wildlife Management and Habitat Restoration. The Division Chief supervises the national program staff, and is responsible for:

- Developing Partners for Program policy and monitoring its implementation.
- Providing guidance and training on Partners Program procedures to Regional, State and local Partners Coordinators.
- Preparing guidance, policy, procedures, and directives, as needed, for the Regions on issues that have national implications.

- Preparing materials and coordinating inputs for the budget process including, but not limited to, budget estimate and justification language, capability statements, effect statements, initiatives and allocation methodology.
- Representing the Service when dealing with USDA and other agencies at the National level on matters relating to Partners Program activities.
- Collecting, analyzing, and reporting data on the accomplishments, costs, and benefits of Service activities related to the Partners Program.
- Coordinating program activities and opportunities with entities inside and outside of the Service.
- Coordinating resolution of issues elevated to the National Office from the Regions.
- Establishing and maintaining partnerships at the national level.

Regional Offices

Each Regional Director designates a **Regional Partners for Fish and Wildlife Coordinator (or Coordinators)**. Regional Coordinators carry out all the items specified above. In addition, Regional Coordinators are responsible for:

- Maintaining copies of all current policies, guidance, procedures, or national directives issued by the National Office regarding the program.
- Collecting data on the accomplishments, costs, and benefits of the Region's activities related to the Partners Program and reporting that data to the Chief, Division of Fish and Wildlife Management and Habitat Restoration.
- Establishing and implementing monitoring protocols to ensure habitat improvement projects have met their biological and structural intent, and that landowners are satisfied.
- Developing, administering, and monitoring multi-state partnership agreements.

- Providing technical assistance across all Service program areas (e.g., Ecological Services, Refuges, Fisheries, Migratory Birds, and External Affairs).
- Developing recommendations for Regional Work Activity Guidance (WAG) statements.
- Conducting Partners Program oversight reviews of field stations to help ensure Partners Program compliance, recognition and resolution of problems or issues, and effective communication of helpful information to all parties.
- Identifying training needs and assisting and coordinating activities to fulfill training needs.
- Developing Regional Partners Program budget allocation recommendations for all Partner Program activities and stations.
- Carrying out all Regional education and outreach activities associated with the Partners Program.

Field Offices

State/Caribbean Partners for Fish and Wildlife Coordinators, or designees, are responsible for coordinating and implementing the program at the field level.

This includes:

- Evaluating opportunities for habitat improvement.
- Providing technical assistance to private landowners and USDA on restoring habitat.
- Providing financial assistance to private landowners who wish to voluntarily improve federal trust species habitat on their lands.
- Designing and implementing habitat improvement projects under formal Partners Program agreements with private landowners consistent with national guidance, policies and directives.
- Designing and implementing habitat improvement on FSA easements, fee-title transfers, and debt cancellation conservation contracts.

- Directing outreach efforts for the Partners Program to those geographic areas where there are opportunities to benefit those resources listed as priority in this chapter.
- Collecting data on the accomplishments, costs and benefits of activities related to the Partners Program in the Coordinator's geographic area of responsibility and reporting this Data in HabITS, and to the Regional Partners for Fish and Wildlife Coordinator as needed.
- Monitoring established projects to ensure that the intended results are fully achieved, and the landowners are satisfied.
- Establishing and monitoring coordination efforts with State fish and wildlife agencies to ensure that all activities are effectively coordinated in advance of field implementation.
- Developing annual work plans for each State and coordinating the same with the State fish and wildlife agency.

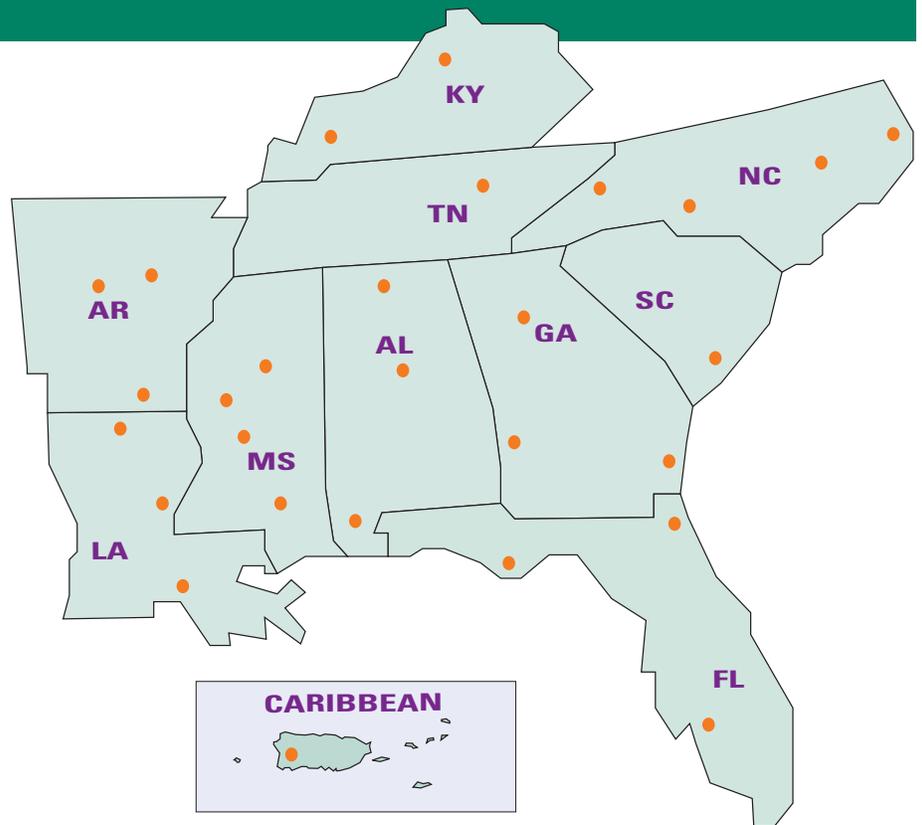


Figure B.1. Approximate geographic location of Partners for Fish and Wildlife Program staff: Southeast Region

**Table B.1.
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Program Staff: Southeast Region**

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